

Providence City Planning Commission Agenda  
Providence City Office Building, 15 South Main, Providence UT 84332  
November 9, 2016 6:00 p.m.  
Anyone interested is invited to attend.

**Approval of the Minutes:**

Item No. 1. The Providence City Planning Commission will consider for approval the minutes of October 26, 2016.

**Action Items:**

Item No. 1. Code Amendment: The Providence City Planning Commission will consider a recommendation to City Council on a proposal to amend Providence City Code Title 11 Chapter 3 Section 1 Concept Plan and Section 2 Preliminary Plat, by adding requirements for the phasing of a subdivision.

**Study Items:**

Item No. 1. General Plan Consultant RFP review: The Providence City Planning Commission will review proposals submitted in response to the City's request for proposals from qualified consultants for the 2016 General Plan Update.

**Reports:**

Staff Reports: Any items presented by Providence City Staff will be presented as informational only.

Commission Reports: Items presented by the Commission Members will be presented as informational only; no formal action will be taken.

Agenda posted by Skarlet Bankhead on November 4, 2016.



Skarlet Bankhead  
City Recorder

If you have a disability and/or need special assistance while attending the Providence City Planning Commission meeting, please call 435-752-9441 before 5:00 p.m. on the day of the meeting.

Pursuant to Utah Code 52-4-207 Electronic Meetings – Authorization – Requirements the following notice is hereby given:

- Providence City Ordinance Modification 016-2006, adopted 11/14/2006, allows Planning Commission Member(s) to attend by teleconference.
- The anchor location for this meeting is: Providence City Office Building, 15 South Main, Providence, UT.
- Member(s) may be connected to the electronic meeting by teleconference.

Providence City Council Members may be in attendance at this meeting; however, no Council action will be taken even if a Quorum exists.

# PROVIDENCE CITY

## Executive Staff Review

Date: 10/10/2016

**Request:** Amend Providence City Code Title 11 Subdivision Regulations, Chapter 3 Plat Procedures and Requirements, Section 1 Concept Plan and Section 2 Preliminary Plat to add requirements for phasing a subdivision.

**Item Type:** Code Amendment

**Applicant:** Providence City

**Prepared by:** S Bankhead

### Staff Report Summary of Key Issues:

1. Providence City Code allows phasing in subdivisions. However, there are very few guidelines or requirements listed in the Code for implementing phasing.
2. The proposed amendments clarify the acreage to be included in the legal description a subdivision plan; and clarify the City's intent for phasing public infrastructure, facilities, and services in a timely and orderly manner that provides the City the ability to protect and promote public health, safety, and welfare.

### FINDINGS OF FACT:

1. Providence City Code (PCC) 10-1-5:A. states changes and amendments to this Zoning Title shall be done in accordance with state law.
2. UCA § 10-9a-102 Purposes -- General land use authority.  
*(1) The purposes of this chapter are to provide for the health, safety, and welfare, and promote the prosperity, improve the morals, peace and good order, comfort, convenience, and aesthetics of each municipality and its present and future inhabitants and businesses, to protect the tax base, to secure economy in governmental expenditures, to foster the state's agricultural and other industries, to protect both urban and nonurban development, to protect and ensure access to sunlight for solar energy devices, to provide fundamental fairness in land use regulation, and to protect property values.*  
*(2) To accomplish the purposes of this chapter, municipalities may enact all ordinances, resolutions, and rules and may enter into other forms of land use controls and development agreements that they consider necessary or appropriate for the use and development of land within the municipality, including ordinances, resolutions, rules, restrictive covenants, easements, and development agreements governing uses, density, open spaces, structures, buildings, energy efficiency, light and air, air quality, transportation and public or alternative transportation, infrastructure, street and building orientation and width requirements, public facilities, fundamental fairness in land use regulation, considerations of surrounding land uses and the balance of the foregoing purposes with a landowner's private property interests, height and location of vegetation, trees, and landscaping, unless expressly prohibited by law.*
3. UCA § 10-9a-501 states the legislative body may enact land use ordinances and a zoning map consistent with the purposes set forth in in this chapter.
4. UCA § 10-9a-502 Requires the planning commission provide notice and hold a public hearing on a proposed land use ordinance or zoning map; and prepare and recommend to the legislative body a proposed land use ordinance and zoning map that represent the planning commission's recommendation.
5. UCA 10-9a-503.(1) The legislative body may amend: (b) any regulation of or within the zoning district; or (c) any other provision of a land use ordinance.

### CONCLUSIONS OF LAW:

1. The proposed code amendment has been processed consistent with the above Findings of Fact.

### CONDITIONS:

1. That the process continue in accordance with all applicable federal, state, and city codes, rules, and regulations.

### RECOMMENDATION:

That the Providence City Planning Commission study the proposed amendment and schedule a public hearing to received public input on the proposed amendments.

11-3-0: **DEPENDENT SUBDIVISIONS:** A subdivision or phase that is dependent upon another subdivision and/or phase for access or public works improvements shall not receive approval, conditional or otherwise, for the final plat until the Final Plat and construction documents for the independent subdivision or phase are approved, substantial completion inspection performed, and the items listed on the substantial completion inspection punch list are competed. Changes will place the dependent subdivision or phase on hold until all modifications to the independent subdivision are approved. (Ordinance Modification 002-00, 01/25/00)

A. Exception: If the Land Use Authority for Subdivisions determines for good cause that any phase of plan/plat approval for the dependent subdivision would be inadequate to protect the public health, safety, and welfare, the dependent subdivision shall not receive approval, conditional or otherwise, for any phase of plan/plat until the Final Plat and construction documents for the independent subdivision or phase are approved, substantial completion inspection performed, and the items listed on the substantial completion inspection punch list are competed. Changes will place the dependent subdivision or phase on hold until all modifications to the independent subdivision are approved.

11-3-1: **CONCEPT PLAN:** A concept plan shall be submitted to the city executive staff (which may include the city administrator, public works director, city engineer, public works secretary, zoning personnel, mayor and council member) for review and compliance with the Providence City General Plan, and Title 10 and 11 of the Providence City Code.

A. Complete application: Providence City has thirty (30) days to review an application for completeness. At that time the City will provide a written notice of acceptance or denial to the developer and/or their agent. If the application is denied; professional fees for review may be billed.

1. The total acreage (total acreage includes all property within the parcel(s) and all phases whether current or future) of the proposed development.
2. In addition to lot and street layout, a concept plan shall show all non-developable sensitive areas and all potentially developable sensitive areas within the boundaries of the development and within one hundred feet (100') of the development.
3. The following roads do not require curb, gutter, and sidewalk: Grandview Drive and Foothill Drive in the Grand View Hills Subdivision; Canyon Road east of 400 East. 400 East from Canyon Road south to the City's south boundary line does not require curb, gutter, and sidewalk on the west side; curb, gutter, and sidewalk are required on the east side.
4. See the Downtown Street Cross-Sections C-1A in the Providence City Corporation Department of Public Works Standard Construction Drawings for profiles on all other streets.

B. Expiration:

1. Concept Plan Application. A concept plan application shall expire if it is determined by the City's land use authority that the developer and/or its agent did not proceed with reasonable diligence to meet any items/conditions prescribed in City ordinances and/or listed on the city executive staff review comments; or
2. Approved Concept Plan. An approved concept plan shall expire if a complete preliminary plat application has not been submitted to the City by the developer and/or its agent within one (1) year after city executive staff approves the concept plan.
3. An expired plan is considered withdrawn and any vested right to proceed obtained by the developer shall terminate.

11-3-2: **PRELIMINARY PLAT:** A preliminary plat application will not be accepted by the City without the City's written approval of the concept plan. The following procedure shall be followed in submittal and review of the preliminary plat:

A. Preparation: The preliminary plat shall be prepared in accordance with all requirements of the City and shall include all proposed phases.

B. Contents:

1. Drawing Requirements: The title block of the preliminary plat shall include the following:
  - a. The proposed name of the development.
  - b. The section, township and range of the development.
  - c. The names, addresses, and contact information of the owners, developer(s), if other than the owners, and surveyors or and designers of the development.
  - d. Scale of drawing and north arrow.



2. Existing Conditions: The preliminary plat shall also show:

- a. The legal description basis of bearing, and total acreage (total acreage includes all property within the parcel(s) and all phases whether current or future) of the proposed development, certified by a licensed land surveyor.
- b. Location, street number and name of existing streets within one hundred feet (100) of the development and of all previously platted streets or other public ways, railroad and utilities rights of way, parks and other public open spaces, permanent buildings and structures, and corporate lines within and adjacent to the tract.
- c. The location of all wells, proposed, active and abandoned, springs, and all reservoirs within the tract and to a distance of at least one hundred feet (100') beyond the development boundaries.
- d. Existing sewers, water mains, culverts or other underground facilities within the tract and to a distance of at least one hundred feet (100') beyond the tract boundaries, indicating pipe size, grades, manholes and accurate location.
- e. Existing ditches, canals, natural drainage channels, open waterways, and proposed alignments or realignments within the tract and to a distance of at least one hundred feet (100') beyond the tract boundaries; and a letter, from the affected users indicating the plans are acceptable, must be submitted to the City.
- f. Accurate boundary lines certified by a licensed land surveyor and ownership of adjacent parcels of land. (Subd. Ord., 1-24-1990)
- g. By means of an overlay method or directly on the plat, vertical contour intervals of not more than two feet (2') or one foot (1') on predominantly level land.
- h. A vicinity map shall show how the development is situated in its surrounding neighborhoods extending a minimum of two (2) blocks or more outward from the boundaries of the development. The vicinity map shall include all major, collector, standard and feeder streets within the area, both existing streets and those proposed on the Master Plan. (Subd. Ord., 1-24-1990; amd. Ord., 1-9-1996)

3. Proposed Conditions: The preliminary plat shall also show;

- a. The layout of streets showing location, widths and other dimensions of proposed streets (designated by actual or proposed names and numbers), crosswalks, alleys and easements.
- b. The location for culinary water improvements, waste water improvements, storm drainage and street lights for all lots proposed within the development.
- c. The layout, numbers, hazard setback, and typical dimensions of lots and square footage.
- d. Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use of property owners in the development.
- e. Written statement by the design engineer verifying that all lots have an adequate buildable envelope with regards to hazardous slope, building, water, zoning setbacks, etc.
- f. Easements for water, sewer, drainage, utility lines and other utilities.
- g. Typical street cross-sections and preliminary street grades if required.
- h. Copies of any agreements with adjacent property owners relevant to the proposed development.
- i. Location, function, ownership and manner of maintenance of common open space not otherwise reserved or dedicated for public use.
- j. A professionally prepared plat having been prepared on a minimum twenty inch by thirty inch (20" x 30") or maximum twenty-four inch by thirty-six inch (24" x 36") approved reproducible drafting medium.
- k. A signature block along the right-hand margin of the preliminary plat, providing for the following certifications or approvals:
  - (1) Prior to City review, an affidavit or certificate of clear title to the effect that the applicant is the owner of, or that he is authorized by the owner in writing to make application for, the land proposed to be subdivided. The affidavit or certificate shall state clearly in which status, a copy of said written authorization from the owner shall be submitted with the preliminary plat. A title report shall also be submitted which indicates in whom the fee simple title to such property is vested and any liens or encumbrances thereon. A statement from the property owner disclosing any options or unrecorded contacts/agreements associated with



the property.

4. Phasing. It is the City's intent, if phasing is approved, the development shall be phased in such a manner to provide public infrastructure, facilities, and services in a timely and orderly manner that provides the City the ability to protect and promote public health, safety, and welfare.

- a. When developing a large tract of land, developers may choose to construct the subdivision in phases rather than develop the entire property at once. However, in no case should a phase contain less than 6 lots; and no less than two acres of land area.
- b. Phases shall be planned to ensure the efficient construction of adjacent future phases (those phases immediately next to the subject phase, sharing a common boundary line), and to ensure that phased development does not allow for leapfrog development.
- c. Each proposed phase shall provide no less than a proportionate fair share of required open space, recreation facilities, and/or dedications for public use concurrent with development. In cases where construction of a proportionate fair share improvement is not feasible or would result in incomplete facilities which do not mitigate the impacts of the phase, construction of the entire improvement shall be required.
- d. All phases shall be required to be stand-alone. No proposed prior phase shall be dependent on the completion of subsequent phases to be consistent with any required approvals and/or conditions, including but not limited to: the looping of roads and utilities; the provision of fire flow; and the mitigation of transportation, recreation and/or public services impacts. Landscaping and parking improvement shall be provided within each phase as required.
- e. Infrastructure improvements which are required to serve the entire project may be constructed within a nonadjacent phase.
- f. Phasing Plans shall include the following information:
  - i. Illustrative maps for each proposed phase which clearly mark in heavy lines the boundaries of the subject phase, label the phase alphabetically (to avoid confusion with lot numbers) and depict roads, lots, infrastructure, easements, dedications and open space which are included within the subject phase. The plan shall also illustrate those proposed improvements which mitigate impacts associated with the unbuilt portions of the project which are not located within the boundaries of the subject phase. Previously established phases, including roads, lots, infrastructure, easement, dedications, and open space, should be shown on the map shaded or gray-scaled. All phasing maps shall be drawn at the same scale.
  - ii. A narrative description or table which describes each phase and its associated improvements, in addition, the narrative or table shall demonstrate that each phase would comprise a "stand-alone" development which, should no subsequent phases be constructed, would meet or exceed the standards of this title and all other conditions of approval. The narrative should also describe the proposed timeline for completion of the entire project and any proposals to bond for required unbuilt or yet-to-be-constructed improvements.
- g. Choosing to phase the subdivision does not relieve developer of the requirement to present the entire subdivision in its phases, for final approval by the Planning Commission within one year of receiving approval of the preliminary plat by the Planning Commission.
- h. Remainder parcel. In no case should a remainder parcel contain less area than the area required for 6 lots.

C. Submittal: Four (4) copies (20"x30" minimum, 24" x 36" maximum size) and one (1) 11" x 17" copy of the preliminary plat shall be submitted to the City for review a minimum of seven (7) days prior to the initial City review. The City will complete the first review within thirty (30) days. Each subsequent review is subject to an additional thirty (30) day review period. If all required information is not included, city has the right to refuse the package.

D. Staff Review: Upon review, the city executive staff will provide written comments, conclusions and recommendations to the Land Use Authority. (Subd. Ord., 1-24-1990; amd. Ord., 1-9-1996)

E. Approval: No preliminary plat shall be approved by the Planning Commission, the City Council, or any other designated Land Use Authority unless it complies with or can be shown that a final plat will be likely to comply

1 with all the provisions set forth in the Providence City Ordinances. No preliminary or final plat shall be  
2 approved if a commitment-of-service letter has not been issued for the plat pursuant to Section 8-1-21.

- 3 1. A preliminary plat is not considered approved until all conditions have been satisfied and the plat has been  
4 signed by the City Engineer, Land Use Authority, and the Developer.

5  
6 F. Complete application: Providence City has thirty (30) days to review an application for completeness. At that  
7 time the City will provide a written notice of acceptance or denial to the developer and/or their agent. If the  
8 application is denied, the application fee may be refunded; professional fees for review may be billed. To be  
9 considered complete, an application must contain the following:

- 10 1. a completed Providence City Application Form;  
11 2. payment of the application fee;  
12 3. the proposed preliminary plat and all required copies;  
13 4. a title report shall also be submitted which indicates in whom the fee simple title to such property is  
14 vested and any liens or encumbrances thereon;  
15 5. a copy of the City's written approval of the concept plan.

16  
17 G. Expiration:

- 18 1. Preliminary Plat Application. A preliminary plat application shall expire if it is determined by the City's  
19 Land Use Authority that the developer and/or its agent did not proceed with reasonable diligence to meet  
20 any items/conditions identified in City ordinances and/or in city executive staff review comments; or  
21 2. Approved Preliminary Plat. An approved preliminary plat shall expire if a complete final plat application  
22 has not been submitted to the City by the developer and/or its agent within one (1) year after approval of  
23 the preliminary plat.  
24 3. An expired plat is considered withdrawn and any vested right to proceed obtained by the developer shall  
25 terminate.  
26





# *Providence City*

## REQUEST FOR PROPOSALS

### General Plan Update

Providence City is seeking proposals from qualified consultants for the 2016 General Plan Update. The selected firm should have previous relevant experience in General Plan study and preparation.

#### **Background**

In 2000 the Providence City Planning Commission prepared, and the Providence City Council accepted, the *Master Plan 2000 Providence City, Utah*. Portions of the Plan were amended in 2002, 2003, 2007, and 2015. The Moderate Income Housing Plan element has been reviewed as required by Utah Code 10-9a-408.

The *Master Plan 2000 Providence City, Utah* introduces the City and details principles that govern the Master Plan. *Master Plan 2000 Providence City, Utah* contains the following elements: Transportation Corridors, Water System, Storm Drainage, Sewer System, Annexation Policy Plan, Zoning, Design Review, Residential Development, Moderate Income Housing Plan, Open Space, Urban Trails, Parks and Recreation, and Wildlife.

In 2010, Providence City worked with the USU Department of Landscape Architecture & Environmental Planning. *The 2010 LAEP Charrette* is the result of those efforts. The following are addressed in the Charrette: "Mixed-Use", "Vison Cache" implications, trails, connections, centers, and History.

Providence City is seeking to hire a consultant to assist in the process of updating the general plan and incorporating ideas introduced in *The 2010 LAEP Charrette*, prepare narrative, plans, and graphics that will guide current and future city officials and staff in meeting the challenges and needs of current and future residents and businesses as the City continues to evolve.

#### **General Plan Update**

The City anticipates the consultant will accomplish the following tasks:

- Review *Master Plan 2000 Providence City, Utah*.
- Review *The 2010 LAEP Charrette*.
- Study the current and future character of Providence, concurrent with a survey of Providence citizens on what they perceive as the character of our city.
- Conduct meetings with City Staff, Planning Commission, and City Council to ensure the update is conducted with the City goals in mind.
- Work closely with City Staff, Planning Commission, and City Council to guide the revised plan through preparation and adoption in accordance with State Code.
- Make recommendations on ordinances and/or city code amendments which will implement the goals of the General Plan.

#### **Proposal Questions**

Questions regarding the proposal should be submitted via email to Skarlet Bankhead, Administrative Services Director, by 5:00 p.m. Monday, September 26, 2016; email: [sbankhead@providence.utah.gov](mailto:sbankhead@providence.utah.gov). Responses will be posted online at [www.providencecity.com](http://www.providencecity.com).

#### **Proposal Contents**

Each proposal shall include:

- Overview of the consulting firm
- Number of years in business
- Address, phone number, and website of consulting firm

- Names and contact information for personnel anticipated for this project
- Description of similar projects completed by consulting firm
- Three (3) client references for which similar work has been completed
- Consultant's approach to project including a proposed schedule
- Fee table showing total estimated hours and costs by task with a total project "not to exceed" amount
- Resumes for key personnel proposed for this project
- Verification of ability to obtain insurance requirements identified in Attachment 1
- Comments, if any, regarding Standard Contract Terms and Conditions for Professional Services included in Attachment 2

#### **Budget**

The Providence City Council will establish a budget for this project based on the cost information submitted in the responses to the RFP.

#### **Submittal Information**

Proposals must be submitted by 5:00 p.m. Thursday, September 29, 2016. Proposals should be addressed to:

Providence City  
Attn: General Plan Update  
15 South Main  
Providence UT 84332

Applicants should submit one (1) original and six (6) copies of the proposal, not to exceed 15 pages, as well as one (1) electronic copy of the proposal on a cd or by email: [providencecityutah@gmail.com](mailto:providencecityutah@gmail.com).

Late proposals will not be accepted, regardless of the cause of the delay. It is the responsibility of the applicant to ensure the proposal arrives at the City Offices by the time/date stated above.

#### **Proposal Review/Selection**

Once all proposals have been received, Providence City will review the proposals and select a single consultant for the project. It is anticipated the consultant will be selected by late October 2016.

The successful consultant will be selected in accordance with the City procurement policy based on the following evaluation criteria.

- Consulting firm qualifications (background, experience, capabilities, references)
- Key personnel on this project
- Project approach

Costs will be evaluated to provide the best value among the qualified consultants for the project. If the proposed firm and the City cannot negotiate an acceptable cost and scope, the City will negotiate with the second firm.

If after a review of the written proposal a winner cannot be chosen, the City reserves the right to require an oral interview.

The City reserves the right to reject any and all proposals.



# General Plan Update

	<b>Landmark Design</b>	<b>KLJ</b>	<b>CRSA</b>
Location	SLC & Logan	Boseman MT	SLC
Price	\$ 38,620	\$ 31,250	\$ 28,789
Hours	410	250	260
Rate/hour	\$ 94.20	\$ 125.00	\$ 110.73
Firm, not to exceed price or estimate?	Firm, not to exceed	Estimate	Estimate
Time Window	10/16 to 3/17	10/16 to 3/17 4 to 6 months	11/16 to 4/17
Subcontractors?	Parametrix Cache Landmark Engr	No	Cache Landmark Engr
Local Experience	So Cache Corridor	MT, NW, WY	Logan, Nibley 2008

<b>Scoring</b>	<b>Weighting</b>	Score 1 - 10	Calculated Weight	Score 1 - 10	Calculated Weight	Score 1 - 10	Calculated Weight
Understanding of task/plan	25%		0.00		0.00		0.00
Similar task experience	15%		0.00		0.00		0.00
Interview results	15%		0.00		0.00		0.00
Time line	15%		0.00		0.00		0.00
Cost	20%		0.00		0.00		0.00
Discretionary, personal preference	10%		0.00		0.00		0.00
Overall weighted score	100%		0.00		0.00		0.00

Proposal for:

# Providence City General Plan Update

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LANDMARK DESIGN TEAM

SEPTEMBER 29, 2016





September 29, 2016

Skarlet Bankhead  
Administrative Services Director  
15 South Main  
Providence, Utah 84332



## Proposal for Providence City General Plan Update

### Landmark Design

LANDSCAPE ARCHITECTURE & PLANNING

Dear Skarlet and Members of the Selection Committee,

Artspace Solar Gardens  
850 South 400 West | Studio 104  
Salt Lake City, Utah 84101  
801.474.3300  
[www.lidi-ut.com](http://www.lidi-ut.com)

Thank you for the opportunity to submit our qualifications and proposal for this exciting project. The **Landmark Design Team** is thrilled at the prospect of working with Providence City in this effort. We have reviewed the RFP carefully, and offer our qualifications and proposal as an indication of our desire and ability to meet the goals of the project and comply with the terms and conditions indicated.

Our scope is comprehensive yet focused, building upon the work that has already been completed which will serve as our point of departure. To address the range of issues and expertise required, we have assembled the input of two subconsultant firms that we work with often—**Parametrix**, who will address transportation and provide input on street designs, multi-modal options and trail standards, and **Cache Landmark Engineering**, who will review existing water, sewer, storm drainage plans and verify future needs.

Each of the Landmark Design Team firms offer the experience of principal staff members, providing the experience and expertise required by a project of this importance. We have collaborated on a range of successful projects in the past, many similar in nature to this.

I will serve as Principal-in-Charge and Project Manager for this project and will be the principal contact person. I am authorized to represent Landmark Design. You can reach me at 801.474.3300, on my cell at 801.718.4353, or via email at [markv@ldi-ut.com](mailto:markv@ldi-ut.com). You can also contact me at our office which is located at 850 South 400 West, Studio 104, Salt Lake City, Utah 84101. In my absence, you can speak to Jennifer Hale at our office 801.474.3300.

Thank you for this opportunity – we look forward to hearing from you soon.

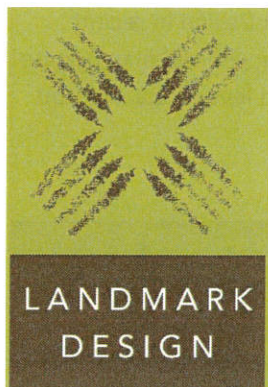
Respectfully yours,



Mark Vlasic, ASLA, LLA, AICP, LEED Green Associate  
Principal-in-Charge and Project Manager



## FIRM OVERVIEW



**Landmark Design** is a Landscape Architecture, Planning and Urban Design firm located in Salt Lake City. The firm was founded in 1987 and has been providing continuous service to clients throughout the Intermountain West ever since. Landmark Design currently employs two certified planners (AICP), three professionally licensed landscape architects (PLA), three LEED Green Associates, and support personnel. All of the personnel involved in our projects are professionals, holding appropriate degrees, certifications and licenses.

We are a talented group of planners and designers with expertise in community land use planning, master planning and site planning. We have worked with a wide range of clients over the years and have developed a reputation for creative solutions that maximize inherent opportunities and address constraints in a practical no-nonsense approach. In each of our projects we initiate and maintain strong communication channels with our clients, team members, community groups, agencies and interests to assure that the end product is supported, accepted and adopted.

## YEARS IN BUSINESS

Landmark Design was founded in 1987 – a total of 29 years of continuous service.

## CONTACT INFORMATION

Landmark Design, 850 South 400 West, Studio 104, Salt Lake City, Utah 84101

Phone: 801.474.3300

Firm Website: [www.ldi-ut.com](http://www.ldi-ut.com)

## PERSONNEL ASSIGNED TO THE PROJECT

### LANDMARK DESIGN

*(Lead Consultant in charge of the General Plan Update, including project management, public involvement and plan documentation. Specifically responsible for the Incorporation of land use, urban design and public open spaces elements of the General Plan Update)*

**Mark Vlasic, AICP, PLA, ASLA, LEED Green Associate**

Principal-in-Charge/Project Manager

**Jennifer Hale, PLA, ASLA**

Senior Project Planner

### PARAMETRIX

7719 S. Main Street, Midvale, Utah 84047

Phone: 801.307.3400

*(Transportation Element Update, Street Design/ Complete Streets/ Multi-modal Options/ Trail Standards)*

**Tim Sullivan, AICP**

### CACHE LANDMARK ENGINEERING

1011 West 400 North Suite 130, Logan, Utah 84321

Phone: 801.713.0055

*(Utilities Assessment/Water, Sewer and Storm Drain Elements)*

**Steven Earl, PE, PLS, M.ASCE**

**Lance Anderson, PE, M.ASCE**





## SIMILAR PROJECT EXPERIENCE

The following are descriptions of key comparable projects completed by Landmark Design in recent years. We also invite you to visit our website at [www.lds-ut.com](http://www.lds-ut.com) to review on-going general plan update processes and other similar projects that illustrate the creativity, technical skill and level of quality you can expect from Landmark Design and its team of experts.

### RECENT RELEVANT PLANNING PROJECTS

Project Name	Adoption Date	Reference Contact
City of Holladay General Plan Update	July 2016	Paul Allred, Community Development Director, 801.527.3890
Tooele County General Plan Update	June 2016	Blaine Gehring, Tooele County Planner, 435.843.3274
Herriman General Plan Update	January 2014	Bryn McCarty, Planning Director, 801.446.5323
Rawlins, Wyoming Comprehensive Master Plan Update	February 2014	Amy Bach, Rawlins City Attorney, 307.328.4500 x1015
Vernal City General Plan	May 2010	Allen Parker, Assistant City Manager/City Planner, 435.789.2255
Twin Falls, Idaho General Plan	February 2009	Mitch Humble, Community Development Director, 208.735.7276
Highland City General Plan Update	February 2008	Lonnie Crowell, City Planning & Development (Pocatello, ID), 208.234.6184
Woods Cross General Plan Update	June 2008	Gary Uresk, City Manager, 801.292.4421
South Ogden General Plan Update	February 2008	Matt Dixon, City Manager, 801.769.2702
Herriman General Plan - North Area Update	June 2006	Bryn McCarty, Planning Director, 801.446.5323
Other Comprehensive or Small Area Plans		
Mountain Recreation Facilities Master Plan		Ken Fisher, Park City Recreation Manager, 435.615.5411
City of North Salt Lake Town Center Master Plan		Ken Leetham, Community and Economic Development Director, 801.335.8725
City of Cottonwood Heights Fort Union Corridor Study		Glen Goins, Community Development, 801.944.7065
Taylorsville Expressway BRT Master Plan		Mark McGrath, Community Development Director, 801.963.5400
Salt Lake County East/West Recreational Trails Master Plan		Max Johnson, Planning Supervisor, Planning Division, 385.468.6699
Mountain Recreation Strategic Action Plan		Brian Hanton, District Director, Snyderville Basin Recreation District, 435.649.1564
Cache County South Corridor Development Plan		Josh Runhaar, Cache County Planning Director, 435.755.1640

### Tooele County General Plan Update - 2016

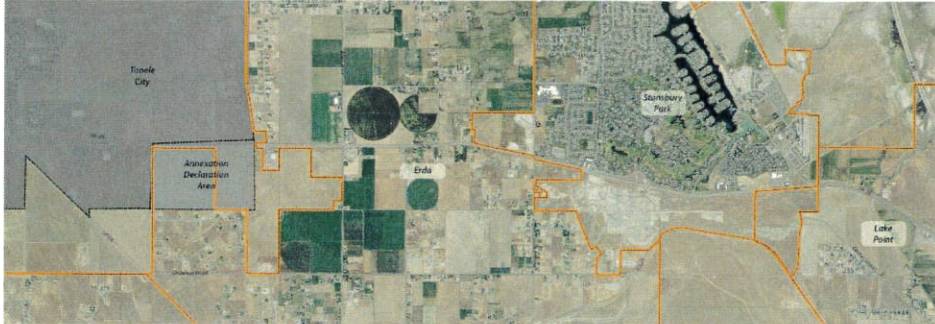
Tooele County adopted its previous general plan in November 1995, and although several updates were made in the ensuing years, a major update for the Tooele Valley was required to meet current growth demands. **Landmark Design**, and an economic planner subconsultant, was hired to update the land use, urban design and housing elements to respond to changing needs, pressures and visions for the future. The planning process focused on establishing a unified vision for the future, addressing key issues such as fiscal and environmental sustainability, economic development, establishing new priorities and meeting the needs of a changing populace. The result was comprehensive, addressing the broad range of concerns and desires of the County while specifically focusing on the rapidly-changing Tooele Valley. The updated plan was coordinated with a concurrent update of the transportation plan, led by **Tim**



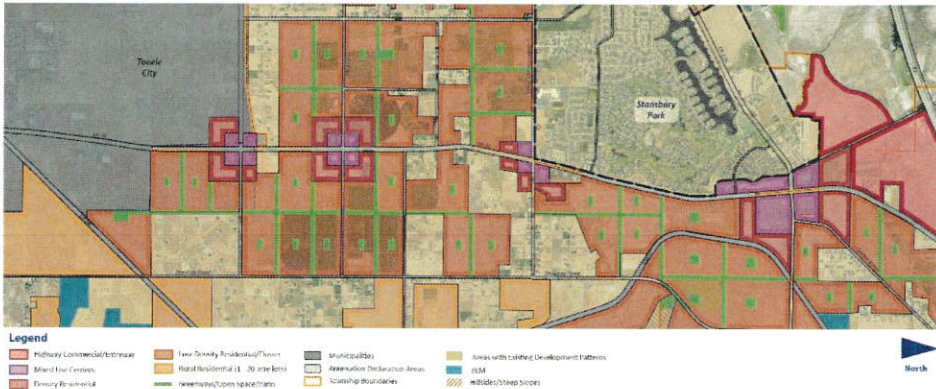


**Sullivan of Parametrix**, resulting in coordinated plans that address and support quality of life issues, livability, urban design, and infrastructure needs.

Existing



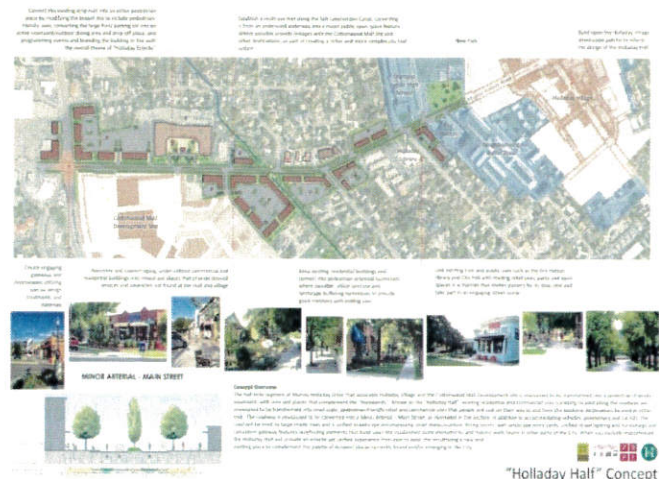
At Build-out



*Example of Future Urban Growth Patterns that Straddle Rural Traditions, Patterns, and Needs.*

## Holladay General Plan Update - 2016

**Landmark Design** recently led a team with an economic planner and transportation planner **Tim Sullivan of Parametrix** in an updated General Plan for the City of Holladay. The updated General Plan builds upon the unique natural characteristics of the attractive community, including its lush tree canopy and green structure. It also builds upon recent efforts to establish and refine a triptych of nodal centers as distinct centers and destinations that help lead visitors and residents into the heart of the community. The Final Plan was adopted in July 2016.



*Example of a Corridor Connector Concept to Link Two Separate but Interconnected Commercial/Civic Centers into a Seamless Town Center Experience.*

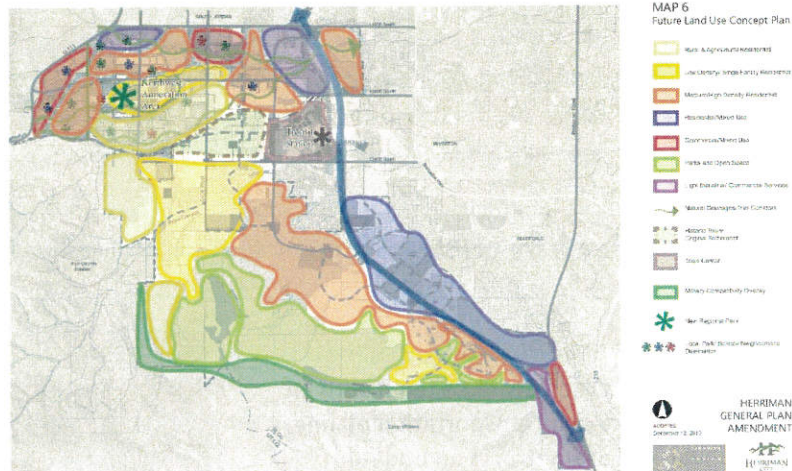




*Example of Urban Design Concepts for a Mixed Use Neighborhood in Holladay*

## Herriman General Plan Update - 2008 and 2014

Landmark Design first began work in Herriman as part of the Herriman Residents for Responsible Reclamation (HRRR) project, a citizen-run initiative to reclaim localized lead-contaminated lands for productive use and development. As part of this project we developed a range of land use options and appropriate growth tools for the community, including the areas of contaminated soils.



practicality of implementing open space and agricultural buffers for maintaining a "sense of arrival" to a unique, small town while helping to mitigate the negative effects of contaminated agricultural land. In a more general sense, the planning process identified appropriate tools and techniques that maintain the positive aspects of rural life in a rapidly growing region.

Herriman incorporated soon after this study was completed, and Landmark Design assisted in the preparation of the first Herriman City General Plan. More recently Landmark Design updated the General Plan for the northern section of the city, which abuts the Daybreak community in South Jordan. Through a series of work sessions with a Steering Committee composed of landowners, Planning Commissioners, City Council Members, developers and others, a series of alternative land use plans were prepared and evaluated. The adopted General Plan Update that resulted from these efforts takes into consideration the development of surrounding land, including adjacent Salt Lake County communities; Mountain View Corridor; and an intermodal transit station to name a few.

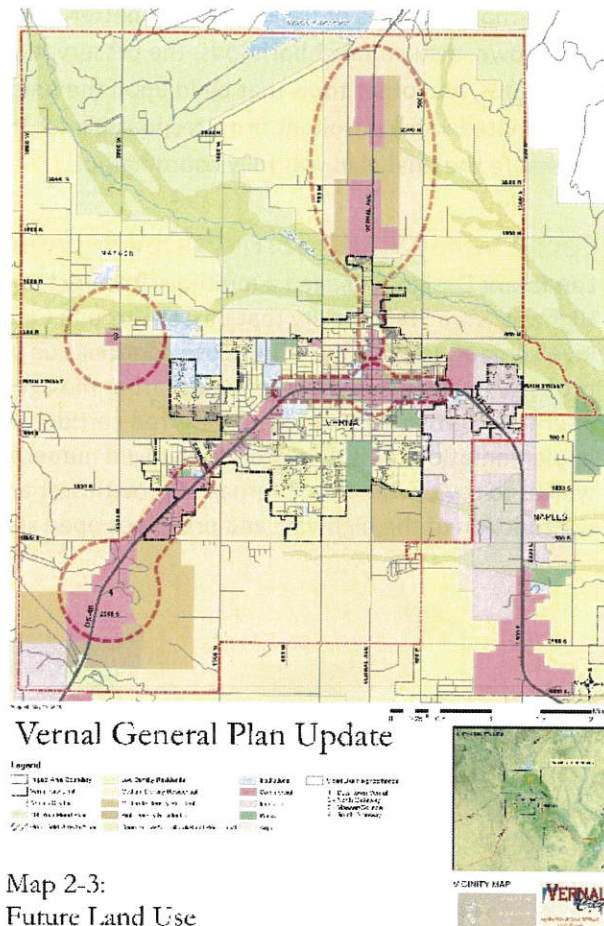




## Vernal General Plan Update

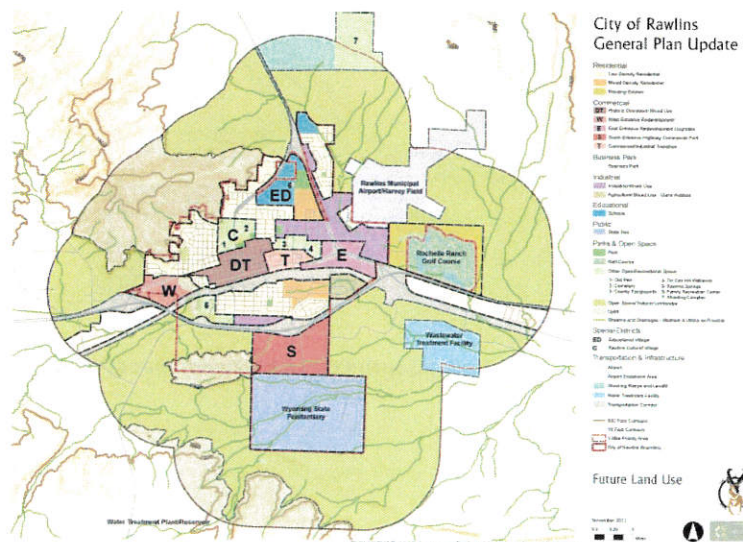
**Landmark Design**, in conjunction with a team of professionals that included **Parametrix**, completed an update of the Vernal City General Plan. The community has been impacted by cycles of “boom and bust” growth throughout its recent history, and the plan assesses the ability of the City to encourage stable growth and to provide urban services to a growing population base in a manner that is both sustainable and grounded in great city development concepts.

The General Plan Update merged recent visioning and technical studies with new assessments of key plan elements, including land use; economics; infrastructure; and parks, recreation and trails. The planning process has incorporated an extensive public involvement process developed and managed by Landmark Design. In addition to writing articles in the local newspaper and utilizing a steering committee representing the community, a series of open house meeting and “hands-on” workshops were utilized with residents, interest groups, and high school students to identify key planning issues and to review alternative planning ideas. Three alternative plan concepts were developed by the Landmark Design Team review by Vernal City Staff and others. Once a preferred plan direction was determined, the plan was completed and adopted in June 2010.



## Rawlins, Wyoming Comprehensive General Plan

**Landmark Design** led a team, including an economic and a transportation planner, in the preparation of a new General Plan for the City of Rawlins. The new General Plan presents a new vision for the community that recognizes the importance of oil, gas, coal and wind energy to the city and region, while proposing more sustainable community development ideas that improve the Rawlins “quality of life”.



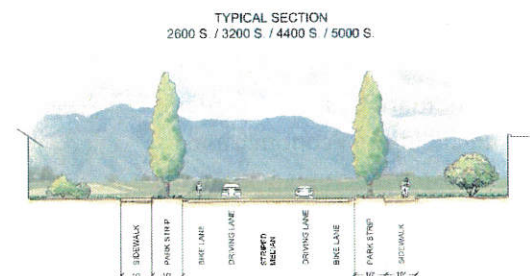
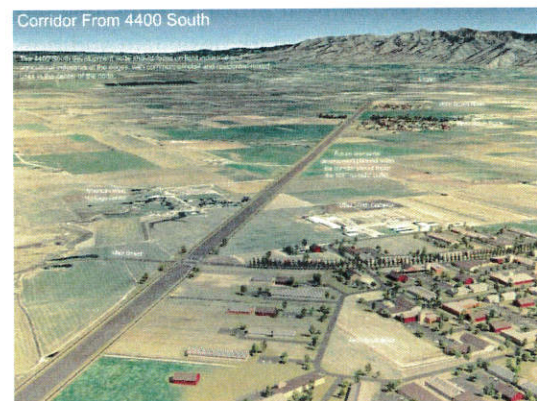
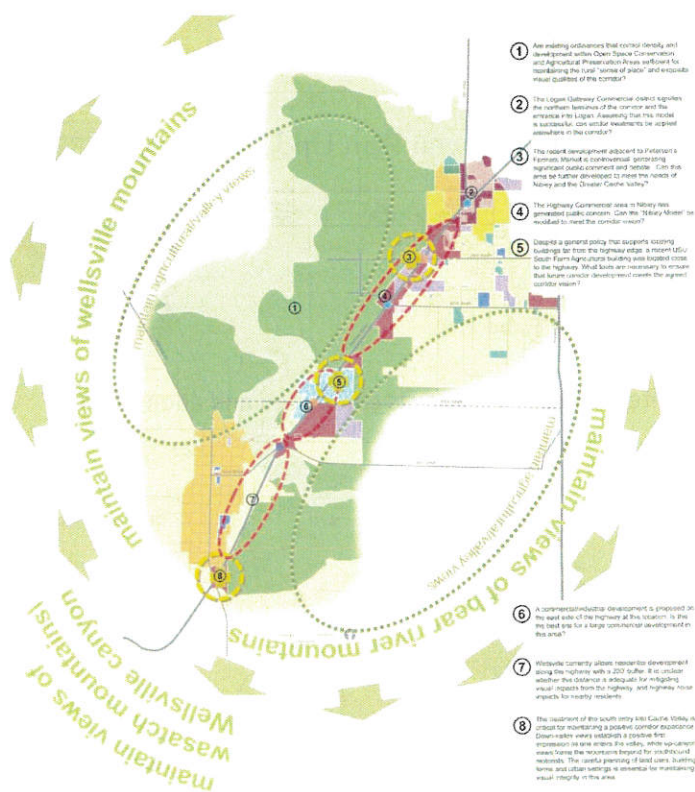




The final plan focuses on infill and densification, streetscape and neighborhood improvements, a focus on alternative modes of transportation, better housing, a more diversified economy, and improved downtown, distinct neighborhoods, the preservation of unique landscapes and environmental conditions, and other tools that build upon the unique qualities of the city and region. Work was coordinated with consultant firms responsible for transportation and infrastructure elements of the Plan to ensure the final plan was fully coordinated.

## Cache Valley South Corridor Development Plan

**Landmark Design** managed a multi-disciplinary team in the preparation of a corridor master plan for Highway 89, a State facility that passes through Cache County. The project included a complex public involvement process, including close coordination with Wellsville, Nibley, Logan, Cache County, UDOT, property owners, and representatives from the agricultural and trucking industries. Landmark developed alternative growth scenarios, a preferred corridor plan, specific land use plans for each entity, and implementation tools. The project involved numerous public meetings to gather issues and concerns, as well as to review the four alternative growth scenarios and resulted in a plan that is equitable, maintains the function of the highway, and preserves open space.



Cache Valley South Corridor Development Plan – Concept Diagram and Graphics

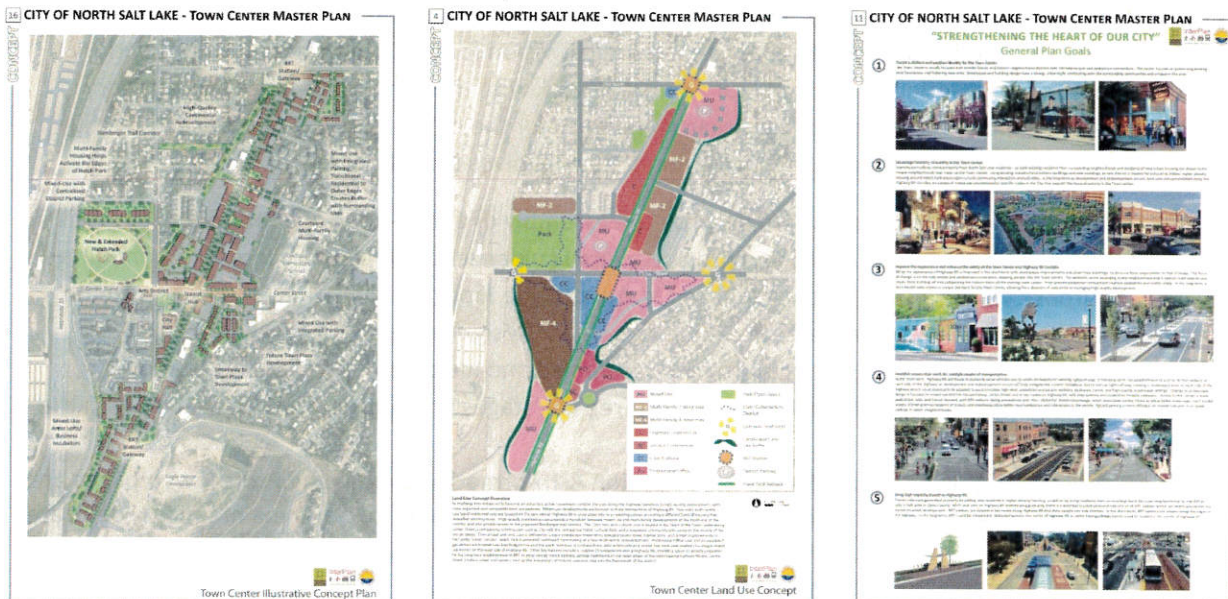




## City of North Salt Lake Town Center Master Plan

The envisioned North Salt Lake Town Center stitches together three adjacent neighborhoods which together form a unified place with a healthy economic profile, a range of integrated commercial and residential uses, and a variety of ways to get around the area that are both multi-modal and most importantly - pedestrian and bicycle friendly.

The plan builds upon the existing sense of place and the unique features that both define and surround, resulting in a place that achieves uniqueness in a genuine manner that remains true to the roots of the community. The plan distinguishes the Town Center from nearby centers and destinations through great design, multi-modal streets, bicycle and pedestrian enhancements, the establishment of compatible land uses that allow housing and commercial uses to operate together, and physical improvements that transform the area into a walkable, mixed-use gathering place with unique streets accommodating multiple modes of travel. The plan establishes a clear conceptual basis for guiding future development, in addition to rich design guidelines and implementation tools.



*North Salt Lake Town Center Master Plan—Illustrative Plan, Land Use Concept and an Image Board*

## CLIENT REFERENCES

### CLIENT REFERENCE CONTACT INFORMATION

Project Name	Adoption Date	Reference Contact
<b>Tooele County General Plan Update</b> Tooele County, Utah	June 2016	Blaine Gehring, Tooele County Planner 435.843.3274
<b>City of Holladay General Plan Update</b> Holladay, Utah	July 2016	Paul Allred, Community Development Director 801.527.3890
<b>Herriman General Plan Update</b> Herriman, Utah	January 2014	Bryn McCarty, Planning Director 801.446.5323





## APPROACH AND SCHEDULE

**Landmark Design** has reviewed Providence City's Master Plan 2000 and propose and approach to maintain the good work prepared to date and create an updated General Plan that is relevant, timely, coordinated and true to the vision received from Providence City residents. We intend to build on the work already completed by the USU Department of Landscape Architecture & Environmental Planning's 2010 LEAP Charrette, which includes a well-developed vision for Providence City's urban centers, growth scenarios, and other information relevant to updating the General Plan.

We have assembled a mall and talented team to provide the expertise for developing a plan that is more than just a technical document, and which clearly illustrates the direction and details of this unique and attractive place. Our tasks are briefly described in the following:

### TASK 1: COMMUNITY OUTREACH AND ENGAGEMENT PLAN

Our Team recommends a robust Community Outreach and Engagement Plan as a means of clearly identifying how Providence citizens perceive the character of their City. In our experience, the most effective way to identify community character, as well as vision for the future, is the use of a series of face-to-face public meetings. That said, our Team will work with the Project Manager and Advisory Committee to identify the best public outreach strategies for the community. Our proposed effective and concise Community Outreach and Engagement Plan involves the following key components:

- 1. Plan Advisory Committee:** We propose the assembly of a **Plan Advisory Committee** that will actively work with our Team and provide overall guidance to the plan process. The Committee's purpose will be to review concepts and ideas, provide input and direction, and to ensure the Landmark Design Team stays on course. Landmark Design will work closely with the City's Project Manager to ensure this group is assembled and includes key stakeholders and representatives. We propose meeting at three key stages in the process, each aligned with the public input process.
- 2. Project Web Page/Social Media Participation & Information Exchange:** Project web pages are the cornerstone of our planning projects. In addition to establishing and maintaining a dedicated web page for this project, we will link the project to the City's website and use other social media avenues to get the word out on the project.
- 3. Public Scoping/Visioning Meeting:** A public scoping/visioning meeting will be held early in the process in order to establish what community members perceive as the "character" of Providence. Opportunities to share ideas, concerns and issues through the use of facilitated small-group discussions will also be provided. In order to encourage as much participation as possible, a variety of opportunities to provide input (comment forms, flip charts, one-to-one discussions, email and internet links, for example) will also be available at this meeting. Following the meeting, the results will be analyzed and disseminated for review and response by City staff and members of our Advisory Committee.
- 4. Alternative Public Workshop:** The Public Workshop will provide an opportunity for residents and community stakeholders to review maps and existing conditions, identify opportunities and constraints to future growth, and help develop ideas and concepts for the future. The workshop will be highly interactive, utilizing hands-on mapping and design sessions, review sessions, and opportunities to follow up on subsequent refinement of ideas. Effective communication tools such as concept diagrams, image boards, maps and similar tools will be used to help participants





communicate their ideas. All thoughts and ideas received at this workshop will be recorded for review by the Plan Advisory Committee.

5. **Public Open House to Review the Draft Master Plan:** Based on the input and direction received from our Advisory Committee regarding the preferred planning direction, a Draft General Plan will be developed. A Public Open House Meeting will be held at this stage to allow members of the public to review the plan and provide additional public input prior to finalization and adoption. This event will consist of presentation boards that summarize key aspects of the plan, and members of the planning team will be available to explain, listen to and document the ideas on the information provided. The Plan and presentation materials will be posted to the website at this stage, for review and comment by members of the public.

## TASK 2: PROJECT KICK-OFF WORKSHOP AND ANALYSIS OF EXISTING INFORMATION

Landmark Design will conduct a kick-off meeting with City staff, Planning Commission and City Council members. This task is designed to get the Landmark Design Team “up to speed” and will involve the identification of key issues, concerns, and planning needs, a review of the information from the 2010 LAEP Charrette and a tour of the community. We anticipate this effort will be a day-long event, including this meeting/workshop, a site tour, and ending with the Public Scoping meeting. It is assumed that copies of all plans and other data relevant to the planning process will be provided to team members at this stage.

## TASK 3: DEVELOP PLAN ALTERNATIVES

Once existing conditions have been documented and analyzed, the planning team will develop alternative planning concepts for review and input by the Plan Advisory Committee and members of the public. We assume several concepts will be explored at this stage, each illustrating a different approach and interpretation of future needs.

## TASK 4: DRAFT GENERAL PLAN UPDATE

Utah State Code requires, at a minimum, that a City’s General Plan include Land Use, Transportation and Moderate Income Housing elements. However, our Team understands that an easy-to-use, well organized General Plan is key to the Plan capturing the vision for a community and serving as a guiding document. We recommend combining the existing content/elements of existing general plan into the following chapters/elements:

1. **Executive Summary:** A brief and concise summary of the General Plan Update document that sets the stage for the ensuing elements or chapters, providing a synopsis of the vision, and outlining the broad goals and objectives of the Plan.
2. **Background & Introduction:** Includes the history of Providence, demographic data and projections, and the establishment of a plan vision.
3. **Land Use:** The Land Use element will also including *Zoning, Design Review, Open Space, Urban Trails, Parks & Recreation & Wildlife* elements from the existing plan. This section will also include a *Community Design, Neighborhoods & Placemaking Strategies* section which will utilize the existing ideas and information provided in the LAEP 2010 Charrette, while adding to and updating these ideas to match 2016 conditions and coordinate with other elements of the General Plan Update.
4. **Transportation:** Tim Sullivan, of Parametrix, will review the recently completed Transportation Element (approved March 25, 2105) and update that element as needed. Tim’s primary role,



however, is to provide input on street design, complete streets, multi-modal options and trail standards for the *Community Design, Neighborhoods & Placemaking Strategies* section of the Land Use element.

5. **Utilities:** Cache Landmark will review existing plans for key utilities (water, sewer, storm drainage, etc.) and verify that future needs are addressed in the General Plan.
6. **Moderate Income Housing:** We assume that the recently approved (September 13, 2016) Moderate Income Housing Element contains the most current information available and that no additional data collection/analysis will be necessary. The information from this element will be folded into the General Plan update.
7. **Plan Implementation:** To help ensure the plan is easy to implement, the Team will develop a set of clear and concise goals, objectives, policies and strategies, focusing on modifications to the existing zoning ordinance and other development control tools. We will also develop an action plan identifying future activities, responsible parties, implementation timelines and priorities.

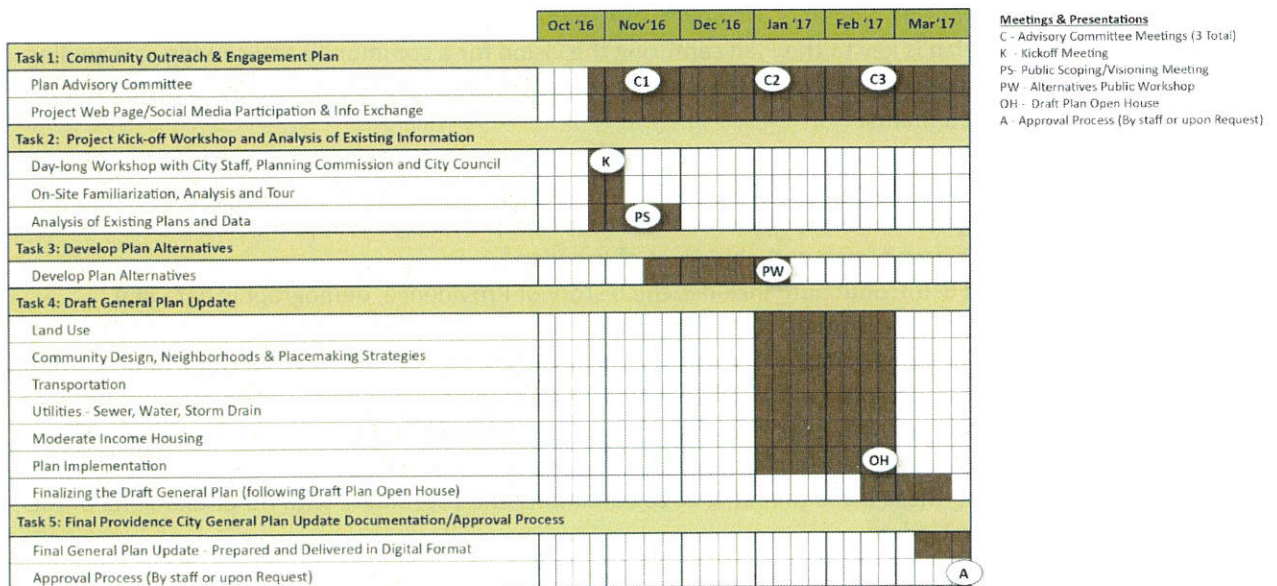
## TASK 5: FINAL GENERAL PLAN UPDATE DOCUMENTATION/PLAN ADOPTION

Based on the input received from the Draft Plan Open House, from the website/social media, and direction from City staff and appointed representatives, we will revise the Draft Plan into final documents. Since the Planning Commission and City Council will be involved in the process from beginning to end, we anticipate that adoption will be relatively seamless and easily coordinated by staff. If you desire Landmark Design can assist with the adoption process and we will be happy to provide a separate fee proposal for that task, upon request.

## SCHEDULE

As illustrated in the following chart, we propose a five-month plan production process, followed by two months for adoption, for a seven month process in total. We feel confident this is a realistic timeline based upon our past experience and when considering the substantial work that has been completed to date.

### PROPOSED SCHEDULE







## PROPOSED FEE

As illustrated in the chart on the following page, Landmark Design proposes a not-to-exceed fee of **\$38,620.00** to update the General Plan and prepare a Town Center Plan as described in the preceding tasks. This includes \$2,000 in estimated reimbursable expenses for mileage, travel, workshop preparation and similar requirements.

### PROPOSED FEE

	HOURS						FEES					
	LANDMARK		PARAMETRIX		CACHE		LANDMARK		PARAMETRIX		CACHE LANDMARK	
	Mark	Jenny	Staff	Tim	Staff	Steve	Mark	Jenny	Staff	Tim	Staff	Steve
							\$140	\$100	\$75	\$100	\$70	\$110
<b>Task 1: Community Outreach &amp; Engagement Plan</b>												
Plan Advisory Committee	18	24	24	0	0	0	\$2,520	\$2,400	\$1,800	\$0	\$0	\$0
Project Web Page/Social Media Participation & Information Exchange	0	0	2	0	0	0	\$0	\$0	\$150	\$0	\$0	\$0
<b>Public Meetings</b>												
Public Scoping/Visioning Meeting	6	6	12	0	0	0	\$840	\$600	\$900	\$0	\$0	\$0
Alternative Futures Public Workshop	6	6	12	0	0	0	\$840	\$600	\$900	\$0	\$0	\$0
Draft Plan Open House	6	6	2	0	0	0	\$840	\$600	\$150	\$0	\$0	\$0
<b>Task 2: Project Kick-off Workshop and Analysis of Existing Information</b>												
Day-long Workshop with City Staff, Planning Commission and City Council	6	6	6	0	0	0	\$840	\$600	\$450	\$0	\$0	\$0
On-Site Familiarization, Analysis and Tour	2	2	2	0	0	0	\$280	\$200	\$150	\$0	\$0	\$0
Analysis of Existing Plans and Data	2	8	0	0	0	0	\$280	\$800	\$0	\$0	\$0	\$0
<b>Task 3: Develop Plan Alternatives</b>												
Develop Plan Alternatives	4	18	36	0	0	0	\$560	\$1,800	\$2,700	\$0	\$0	\$0
<b>Task 4: Draft General Plan Update</b>												
Land Use	4	18	36	0	0	0	\$560	\$1,800	\$2,700	\$0	\$0	\$0
Community Design, Neighborhoods & Placemaking Strategies	4	12	18	14	20	0	\$560	\$1,200	\$1,350	\$1,890	\$3,000	\$0
Transportation	0	0	2	4	4	0	\$0	\$0	\$150	\$540	\$600	\$0
Utilities - Sewer, Water, Storm Drain	0	0	2	0	0	21	\$0	\$0	\$150	\$0	\$0	\$2,310
Moderate Income Housing	2	2	2	0	0	0	\$280	\$200	\$150	\$0	\$0	\$0
Plan Implementation	4	12	12	0	0	0	\$540	\$1,200	\$900	\$0	\$0	\$0
Finalizing the Draft General Plan (following Draft Plan Open House)	2	12	24	2	0	2	\$280	\$1,200	\$1,800	\$270	\$0	\$220
<b>Task 5: Final Providence City General Plan Update Documentation/Approval Process</b>												
Final General Plan Update - Prepared and Delivered in Digital Format	2	4	12	0	0	0	\$280	\$400	\$900	\$0	\$0	\$0
Approval Process/Final Providence City General Plan Update (By staff or upon Request)	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL by TASK</b>							<b>\$4,460</b>	<b>\$9,400</b>	<b>\$11,400</b>	<b>\$2,700</b>	<b>\$3,600</b>	<b>\$2,530</b>
<b>SUBTOTAL</b>												<b>\$38,620</b>
Estimated Reimbursable Expenses (Mileage, printing, plotting, etc.)												\$2,000
<b>GRAND TOTAL</b>												<b>\$38,620</b>

## LANDMARK DESIGN - KEY PERSONNEL RESUMES

### Mark Vlasic, AICP, PLA, ASLA, LEED Green Associate PRINCIPAL PLANNER AND PROJECT MANAGER

Mark is the Principal Planner and Owner of Landmark Design. He brings over thirty-five years of experience in community planning, urban design and landscape architecture to the project. Mark has managed the preparation of numerous comprehensive plans in the past, including recent updates for the Tooele County and the cities of Holladay, Herriman, Vernal, Highland, Murray, Woods Cross and South Ogden, Utah; Twin Falls, Idaho; and Rawlins, Wyoming. Each of these projects included the close management of a multi-disciplinary team similar to this project, with extensive participation by representative steering committees, staff and the public. **Mark will serve as Principal Planner and Project Manager, will coordinate day-to-day progress on planning efforts, and will be the primary contact.**

### Mark Vlasic, AICP, PLA, ASLA, LEED Green Associate

BS Urban Planning, University of Utah

Master of Landscape Architecture, University of Washington, Seattle

Master Certificate in Urban Design, University of Washington, Seattle

### Jennifer Hale, PLA, ASLA

BA Humanities (English Emphasis), Brigham Young University

MLA Landscape Architecture and Environmental Planning





In addition to comprehensive planning input, Mark recently served as Project Manager and Principal Planner for the South Cache Valley Corridor Development Plan, which included a team of transportation planners, economic planners and engineers. The project focused on the establishment of new destinations/cluster villages that preserved open space while establishing distinct town centers/walkable/bikeable places in the process. The project also involved the coordination of a complex and diverse group of local and regional representatives, Cities, Cache County, UDOT, property owners, business interests and other stakeholders.

Mark recently completed the Salt Lake County East-West Regional Trail Master Plan and the Salt Lake City Open Space Signing Plan, and led the award-winning Lehi Downtown Revitalization Plan. He also led the highly successful but contentious Emigration Canyon Trail Master Plan, the Beck Street Bicycle Commuter Plan, the award-winning Park City Walkability/Bikeability Master Plan, the Davis County Bonneville Shoreline Trail Master Plan and numerous other downtown master plans and urban design/small area master plans, all of which focused on creating great downtowns, discernible community destinations and unique, livable neighborhoods. Mark is also a skilled designer, serving as project designer of award-winning renovation efforts for Memory Grove in Salt Lake City, Liberty Park All-abilities Play Park, and numerous other parks and landscapes. He was responsible for land use planning and urban design efforts on the Governor's Quality Growth Award winning Bingham Junction Reuse Master Plan for Midvale and the EPA, and the recently completed the Master Plans for the North Salt Lake City Town Center and the Taylorsville 4700 South Expressway. Over the years Mark has led multiple general plan update processes for the cities of Herriman, Woods Cross and South Ogden, and he currently provides contract planning services for the City of South Ogden, serving as their City Planner.

### Jennifer Hale, PLA, ASLA

#### SENIOR PLANNER/LANDSCAPE ARCHITECT

Jenny rejoins Landmark Design after several years working on landscape, aesthetic and environmental components on transportation and other civil engineering projects in the Wasatch Front region. During this period Jenny contributed to several multi-modal transportation projects including the Bluff Street and Sunset Boulevard Interchange in St. George, Utah and U.S. 89/300 South Reconstruction in Provo. In addition to roadway/interchange improvements, her work entailed landscape and aesthetic improvements and extensive coordination with project team members and UDOT and city landscape architects.

Jenny has also been involved in variety of urban design, transportation and landscape architecture projects while at Landmark Design, with key examples including the Logan City Wayfinding Plan; the Scenic Byway 12 Monument Design Study; Cache Valley South Corridor Development Plan; Woods Cross NW Quadrant Land Use Plan and Highway Entry Concept; National Park Service San Juan Promenade Extension; the City of Woods Cross General Plan Update and Rail Station Plaza Design; Bluff Street in St. George; South Ogden General Plan Update; and the Bitter Creek Reconstruction Plan and the Bitter Creek Design and Environmental Assessment (EA) for Rock Springs, Wyoming among others.

Jenny is interested in urban planning and design and, in particular, regionally-sensitive design. Jenny has skills in various professional computer programs, including AutoCAD, ArcGIS, Adobe Photoshop, Adobe Illustrator and Adobe InDesign, and SketchUp.



## SUBCONSULTANTS

### PARAMETRIX

Parametrix, previously operating as InterPlan, brings to communities in the Wasatch Front a highly skilled and well-respected staff of transportation professionals who have demonstrated experience in a wide range of transportation projects around the state. Parametrix maintains a diverse staff of planners, transportation engineers, GIS technicians and support personnel. They have been involved in a wide range of transportation planning projects and are widely regarded as one of the preeminent transportation planning and traffic engineering firms in Utah. Parametrix has been involved in the key transportation planning issues in Utah, where our work often defines the best practice. Transportation Plans and General Plans are a significant part of our practice, and we have worked with many communities throughout Utah and neighboring states. We take a pragmatic and quality-driven approach to getting each project done on time and on budget.

#### Tim Sullivan, AICP

##### TRANSPORTATION PLANNER

Tim Sullivan brings almost a decade of experience in multi-modal transportation planning, land use planning, street design, and urban design throughout the West. Tim has led projects ranging from citywide transportation corridor plans to detailed street designs to design manuals to transit access studies, in cities and areas as diverse as San Francisco, Berkeley, Santa Monica, Silicon Valley, Utah County, Mesa (Arizona), Albuquerque, and Tucson. He specializes in planning and urban design that supports pedestrians, bicyclists, and transit, and he has helped to innovate some of the latest best practices in these fields. At Parametrix, Tim has focused on transit and multi-modal transportation planning and design. He has led aspects of the Northern Utah County Transit Study and transportation inputs on the Cottonwood Heights Fort Union Corridor Master Plan, the downtown Ogden-Weber State University Streetcar Study, and the Salt Lake County Sidewalk Master Plan for Millcreek Township.

#### Tim Sullivan, AICP

Bachelor of Environmental Studies,  
Middlebury College  
Master of City Planning, University  
of California Berkeley

### CACHE LANDMARK ENGINEERING

Cache Landmark Engineering is a full-service engineering firm located in Logan, Utah. Our firm provides civil engineering, land surveying, landscape architecture, land planning, and construction management services for a variety of clients. Since 1997, Cache Landmark has provided engineering and planning services for a broad range of projects and client types. Our projects have ranged from residential subdivisions and multi-family developments to regional sewer, water and transportation master plans for municipalities throughout Northern Utah, Southeastern Idaho and Western Wyoming. Cache Landmark's clients include government agencies, municipalities, school districts, higher education institutions, commercial developers, private developers and private citizens.

Cache Landmark's unique background and project experience is brought to every project as our multidisciplinary team of 11 employees who work to find solutions to the problems faced by our clients. The Cache Landmark team understands the challenges faced by both the public and private sector in providing sound projects that will serve our communities for years to come.



**Steven Earl, P.E., P.L.S., M.ASCE****CIVIL ENGINEER AND SURVEY DEPARTMENT MANAGER**

Steve has over 20 years of design engineering experience. His work history has included municipal street design, storm water master planning, commercial site planning and design, grading, utility design, sanitary sewer design, and residential subdivision planning and engineering.

Steve has worked on many municipal projects throughout Cache Valley. He is familiar with the development and engineering standards required by several local jurisdictions. He has worked with Nibley, North Logan, Logan, Hyde Park, Providence, Wellsville, Hyrum, and Smithfield. During the course of his projects, Steve has worked through the design review and construction permitting process for projects in many of these communities. He works closely with his clients, team members and local officials to ensure that all proposed design meets the current standards and new projects are successful for all involved.

**Steve Earl, PE, PLS, M.ASCE**

Bachelor of Science, Civil Engineering, Utah State University  
Master of Civil & Environmental Engineering, Utah State University

**Lance Anderson, PE, M.ASCE**

Bachelor of Science, Civil Engineering, Utah State University

**Lance Anderson, P.E., M. ASCE****CIVIL ENGINEER**

Lance has over fourteen years of experience as a project manager, design engineer, and project manager for a variety of municipal projects. He has completed several master plan studies and water projects for Nibley City. His expertise is in water rights, water resources, source development, and water distribution.

His municipal experience includes work with cities in Cache Valley such as Wellsville, Nibley, North Logan, Hyrum, Laketown, and Logan. Recent projects include road and utility engineering and master plan studies for water, sewer, storm water and water rights.

## INSURANCE REQUIRED

Landmark Design has in place all of the required insurance policies required as indicated in Attachment 1 carrying Professional Liability Insurance insurable to a minimum of \$2,000,000 annual aggregate, General Liability of \$4,000,000 aggregate, \$2,000,000 per occurrence, and Workmen's Compensation Insurance of \$100,000 which is maintained throughout the calendar year.

## COMMENTS ON STANDARD CONTRACT TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

None.



PROPOSAL TO PERFORM PROFESSIONAL SERVICES FOR  
GENERAL PLAN UPDATES FOR  
PROVIDENCE CITY



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September 2016







September 27, 2016

Providence City  
Attn: General Plan Update  
15 South Main Street  
Providence, UT 84332

RE: Request for Proposal General Plan Update

<> Dear Skarlet,

KLJ understands the importance of this project to Providence. We believe our firm can help make this project a success for you, the city and the community. Our staff has worked on similar projects in the Intermountain West. Specifically, Thomas McMurtry has worked on several planning projects in the Cache Valley, including the 2007 and the 2011 Cache MPO Long Range Transportation Plan.

We have tailored our project approach to meet all the expectation you laid out in the RFP and we believe that the scope of services we have outline is the right one for this project. KLJ is confident that we can make your project a success. We believe that reviewing past documents is an important initial step for good planning. We have read your current General Plan and the 2010 LAEP Charette document. These documents address many aspects of the community and would serve the residents well, such as the benefits of mixed-use and creating a sense of place with a downtown and gateways. KLJ is ready to incorporate these documents into one dynamic, living document.

KLJ understands how important community outreach is on your project. We believe the difference between and good plan and a great plan is community buy-in. We are committed to making this a great plan. We love the idea of conducting a community-wide survey about perceptions of community character. We are proposing a public involvement plan that includes online interaction with community outreach. It focuses on the community-wide survey and a public meeting in the middle of the project. Plus we plan to work with stakeholders and the planning commission throughout the process.

We look forward to visiting with you again regarding the Providence General Plan Update. Please contact us with any questions about our proposal; John How, 406 548 5667 or Thomas McMurtry, 801 897 7650.

Sincerely,

KLJ

A handwritten signature in blue ink, appearing to read 'John How'.

John How, AICP  
Project Manager

A handwritten signature in black ink, appearing to read 'Thomas McMurtry'.

Thomans McMurtry, AICP  
Client Manager

KLJ was founded in Dickinson, ND in 1938. Since that time, we have developed into the leading engineering firm in our region. We have grown our business into a multi-disciplinary firm with the ability to lead some of the most complex infrastructure projects in the country. We serve a diversified client base, ranging from public sector municipalities, departments of transportation and airports to large private sector developers, contractors, energy utilities and oil and gas companies. We bring vision to planning and engineering the infrastructure that drives and sustains the society we live in.

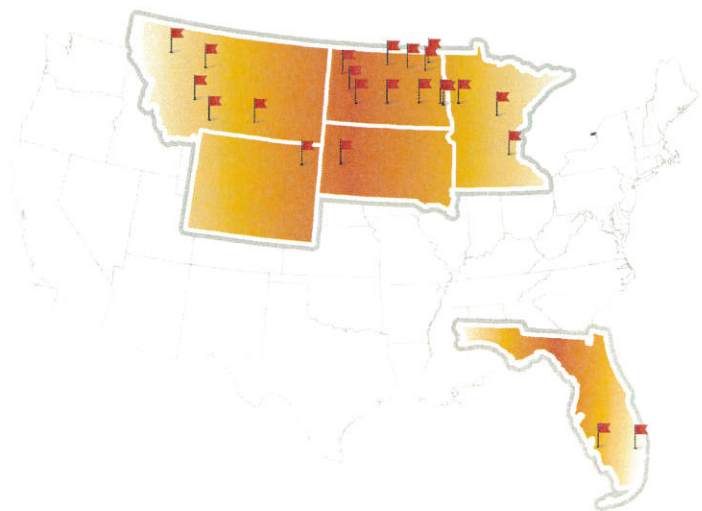
**KLJ HAS 78 YEARS  
OF BUSINESS  
EXPERIENCE.**

## INNOVATIVE AND PRACTICAL

As consultants, we provide our clients the knowledge, experience and technical capabilities to produce the plans and specifications that allow a project to be constructed into a real, functional part of our world. However, simply delivering plan sheets is not sufficient. Clients with complex projects require engineers who can balance passion for designing cutting-edge infrastructure with the reality of schedules, the desires of stakeholders who shape the project and a clear view of quality control and constructibility. We have the resources in place to assist you with your most complex projects. More importantly, we can deliver the engineering services you need more efficiently, because we keep the big picture in perspective.

## SIZE AND SCOPE

KLJ maintains a staff of more than 700 professionals, with 23 office locations across a six-state region. With our company, you get the advantage of the technical resources to build the project team you need and the assurance that we can react quickly and shift appropriate resources when challenging situations arise. We customize our services around your scope of work and the level of assistance you need for your projects.



Thomas McMurtry, AICP leads planning efforts from West Jordan, UT where he has worked on land use and transportation plans for more than 12 years.

## SERVICES

Construction Management	Government Relations	Right-of-Way
Cultural Resource Management	Land Development	Structural Engineering
Design and Planning Services	Landscape Architecture	Survey/GIS
Ecological and Environmental Services	Municipal Engineering	Traffic Engineering
	Pipeline Services	Transportation Planning

## ABILITY TO OBTAIN INSURANCE REQUIREMENTS

KLJ holds all insurance requirements listed in Attachment 1 of the RFP. Insurance documentation will be provided upon request.



## PROJECT UNDERSTANDING

A great deal has changed in Providence since the City Council accepted the Master Plan 2000 Providence City, Utah. The population has grown from 4,377 to more than 7,100 today. Many new homes and businesses have been added to the community and they have been influenced by the Master Plan 2000 Providence City, Utah. The plan helped to bring about positive change in the community. However, the plan is now quite dated.



*North Providence in 2003*



*North Providence in 2014*

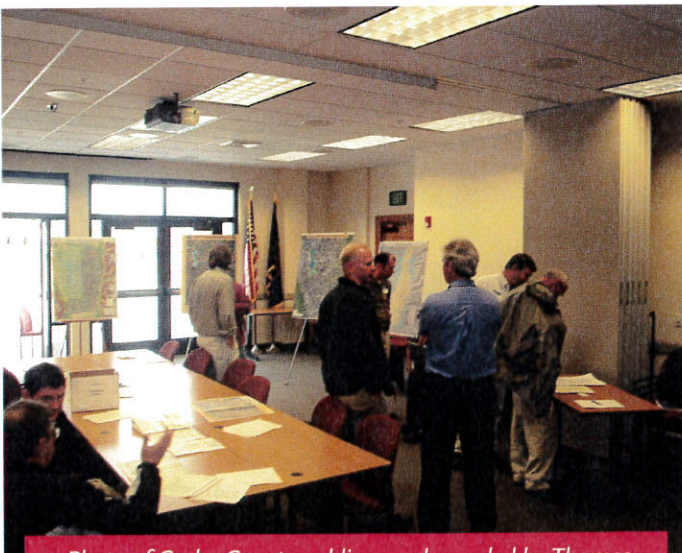
For a plan to be an effective tool that will guide development of a community, it must be updated periodically to accurately reflect what is happening in the community, and put forth appropriate recommendations and development guidelines. A review of the 2000 plan must start with an understanding of what the residents perceive to be the character of the community. To facilitate a review of the plan by the consultant, City staff, decision makers, stakeholders, citizen groups and the general public, it must be broken down by topic areas. A well-crafted, systematic approach to the review of the plan must be developed if we are to help guide all interested parties through a manageable review process.

A key topic area is the how land use and transportation work together in Providence, especially where growth is anticipated. Incorporating complete streets that accommodate all modes, and making sure streets are connected and sized correctly for future growth is important. Steps can be taken in the general plan to help bring about future subdivisions where lot/block sizes and local street configurations

result in safe and efficient circulation routes and good access for all transportation modes. Developing a future road network that offers both connectivity and access will be important.

Our transportation planner, Thomas McMurtry, is familiar with the travel demand model in Cache County and has completed several transportation studies for Jeff Gilbert and the Cache MPO.

The process that begins with a review of the 2000 plan must carry through to a reaffirmation of the six principles that are still appropriate. For this reason we are proposing conducting a community-wide survey that not only ask about the character of the community and why people like living in Providence, but also gets to the six principles outlined in the current plan. This short visioning process will not be exhaustive, will build off the existing visions and can help garner interest and enthusiasm for the general plan update.



*Photo of Cache County public open house led by Thomas*



The review and plan development process will result in a stand-alone plan rather than an addendum to the current 2000 plan. The new plan will recognize and honor the current plan and present new guiding statements and strategies, as well as the rationale for the amendments. Providing the rationale is key to effectively implementing the plan and addressing unforeseen issues or challenges that will arise in a judicious manner. Our plan will include recommendations that will provide the policies and information necessary to update or change city code as needed. Finally, a methodology will be developed to enable the City staff, Planning Commission and City Council to gauge how well the plan is working as a growth management tool and how to make appropriate course corrections.

Our team has reviewed your RFP and prepared the following project approach. The approach is organized into four specific tasks that incorporate all bulleted items in the RFP. They are:

1. Initial Review, Plan Assessment and Frame Working
2. Public Engagement
3. Crafting a Workable Plan
4. Final Plan Submittal

We believe these tasks capture the essence of this general plan update and we look forward to working with you on this exciting plan.

## PROJECT APPROACH

KLJ staff is already getting familiar with the Master Plan 2000 Providence City, Utah and the 2010 LAEP Charrette. We propose to start the project by completing a cursory review of the documents even before KLJ receives the notice to proceed with the study. Once the plan is formally underway, the team will begin working in earnest to break down the tasks, meet with stakeholders and study past plans, policies and planning practices.

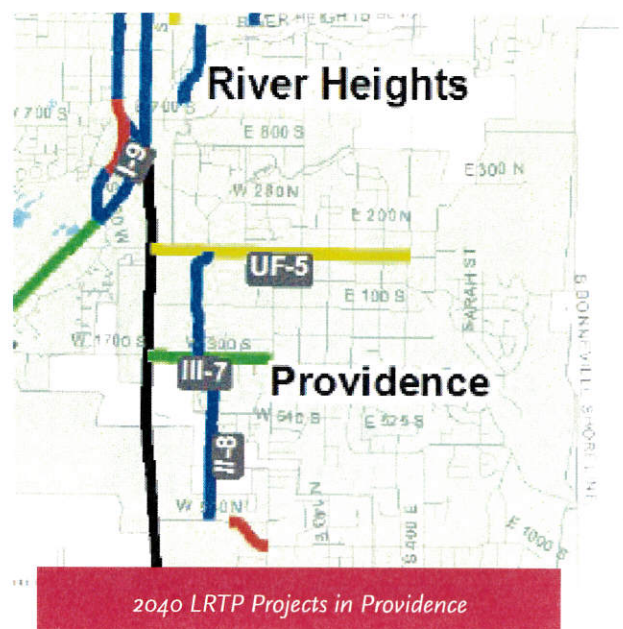
### TASK NO. 1: INITIAL REVIEW, PLAN ASSESSMENT AND FRAME WORKING

In the first month of the study, the KLJ team will meet with City staff and conduct a review of the past plans, policies and practices to gain a clear understanding of the range of planning issues that have been at the forefront in Providence over the years. It is anticipated that land use/mixed use, affordable housing, downtown development and access to commercial properties will be some of the key issues.

We will be prepared to meet with the Planning Commission at the end of that month to provide an update and gain their input for the plan. The principle focus of the meeting with the Planning Commission is to outline the public engagement process and plan for the survey and upcoming public meeting. We want to offer all the input we can into the community character survey prior to its launch.

We will dig into the evaluation of existing conditions both on the transportation and land use elements. This will include initial mapping and working with the City to determine growth boundaries. The land use analysis will continue to be refined and ultimately we will deliver a draft future land use map for the entire area. The major street plan framework for the growth area will be developed as well, building off the 2015 Cache MPO Long Range Transportation Plan.

Task No. 1 will continue with the review of existing conditions and key trends that Providence is experiencing. Preliminary findings from the review and an initial future land use map will be presented in the existing conditions report. All deliverables will be presented to City staff and shared on the project website. We see Task No. 1 being completed in a four to six-month timeframe.





## TASK NO.2: PUBLIC ENGAGEMENT

Engaging local businesses, stakeholder, elected officials and residents is important to overall project success. An effective community involvement approach will allow all issues to be raised in a balanced setting so people can feel heard, and well-informed decisions can be made. KLJ understands the City's commitment to the community. We are proposing an effective outreach effort and proactive approach to engage the community.

### ONLINE INTERACTION

Our team will create an interactive website to inform and engage the community. We understand that many citizens appreciate the opportunity to communicate online. The website will include web analytic tools to track visitors, top content, page views and sources of web traffic. KLJ has an in-house web developer and is currently using a project website for several of our projects, including a Comprehensive Economic Development Strategy (CEDS) project in Casper, WY. The site is [www.natronaceds.com](http://www.natronaceds.com), and you can visit the site to see a proven example of our work.

### SURVEY

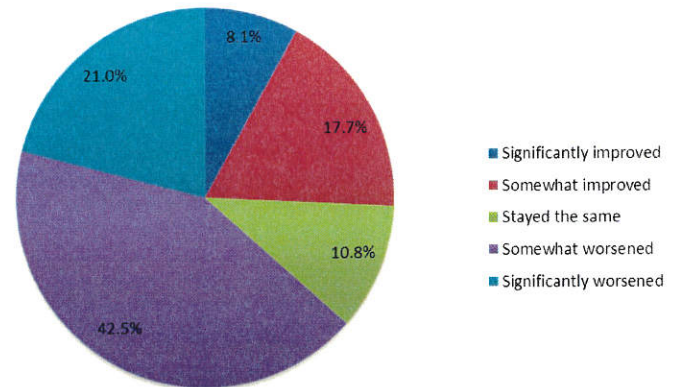
Along with the website, we will also reach out to all the residents, local business and community leaders through an online (and paper) survey that they can complete at their leisure. The survey will be focused on the existing and future character of Providence and the way residents would like the community to grow.

The survey will be available on the website and a link will be e-mailed out to key individuals. We have successfully conducted community surveys on past comprehensive plans, most notably in Dickinson, where we have more than 300 responses that helped shape the plan and provide insight to elected officials.

### MEETINGS

Beyond our online outreach, KLJ will setup several forums for public meetings. These include individual meetings, small group meetings and a large public meeting. The number of frequency of meetings will be reviewed as we conduct the study. We want to be flexible enough to conduct the number of meetings that will add value to the public, and we believe that with City staff's help this will be possible.

Compared to when you first arrived in the city, has the quality of life:



*We have conducted several survey as part of municipal plans, this question comes from our 2012 Dickinson Comprehensive Plan.*



*We believe the difference between a good plan and a great plan is good community engagement, and we are committed to making this a GREAT plan.*

We can foresee value in meeting with a few stakeholders or interested parties individually to accommodate busy schedules and get important feedback. Thomas McMurtry will likely handle individual meetings where the need may arise throughout the process. We also may be able to reach out to schools. Sometime presenting to an elementary school class can be a fun way to get fresh ideas and engage the youth.

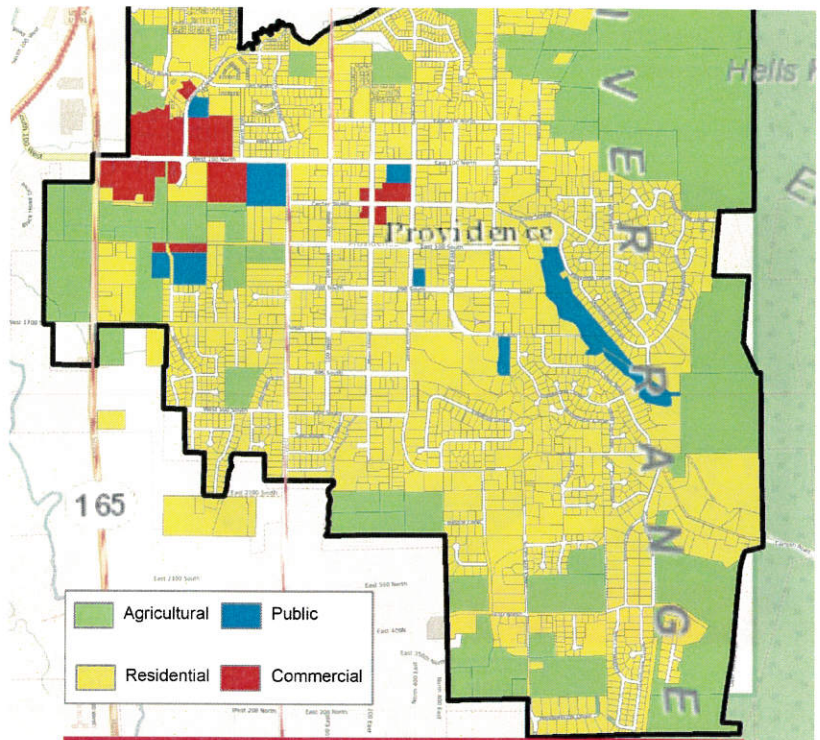


We believe that one large community-wide meeting is appropriate for this level of study. We foresee hosting this meeting in the middle of the planning process, once we have completed the plan review and launched the survey, but before recommendations are developed. We want the meeting to be interactive and engaging. The planned public meeting will explain how we will proceed through the process from the general community visions to the specific plans and strategies at a pace the stakeholders and general public can handle. We will likely begin with a presentation about the plan update and how they can get involved, and then break into smaller groups to discuss specific concepts like land use planning and the transportation network.

### TASK NO. 3: CRAFTING A WORKABLE PLAN

The KLJ team will continue with the review of existing conditions and key trends that Providence is experiencing, which was initiated with the review and plan assessment. The findings from the review will be organized by topic area. The results of the population and housing projections that are developed by the consultant will represent the core elements of the future land use map. The zoned or designated commercial and industrial areas will be evaluated to determine if they are extensive enough to meet future needs and desires. We will review development opportunities inside current city limits and in areas of future annexation.

To accompany anticipated growth, the transportation system will be reviewed and updated. A hierarchical network of streets will be applied to the urban growth area to establish a plan for street connections and improvements. We can develop transportation alternatives for future growth scenarios as needed.

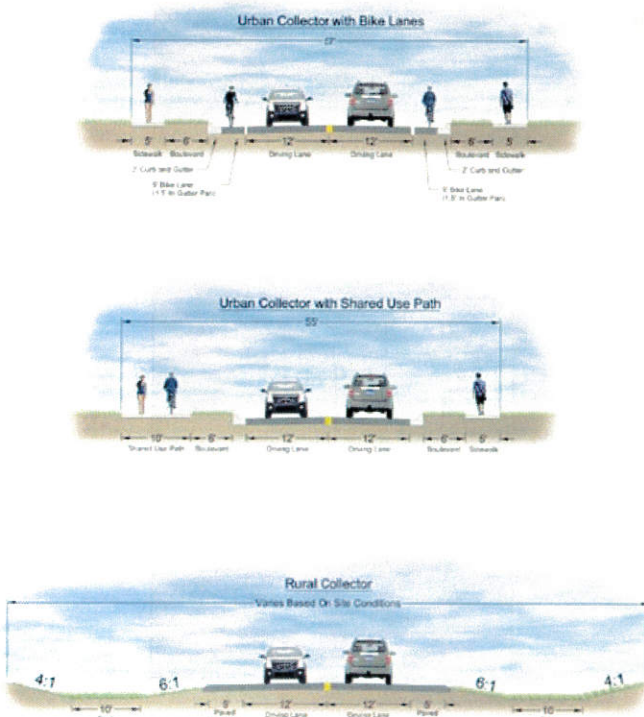


*Generalized Existing Land Use: Our planners use the latest GIS tools to effectively communicate existing and future plans.*

The transportation network analysis will be driven by data available from the GIS and travel demand model networks as well as physical conditions, such as steep slopes and drainageways and the current major connecting streets, to arrive at a sound network of streets that will support the anticipated housing and commercial growth.

We will prepare renderings of design elements of the plan that focus on communicating the solutions envisioned. These visuals of urban form or design will include street cross-sections and multimodal elements.

Ideas for the workable plan will be vetted by the City through the planning process so that every step is transparent and matches the community's vision.



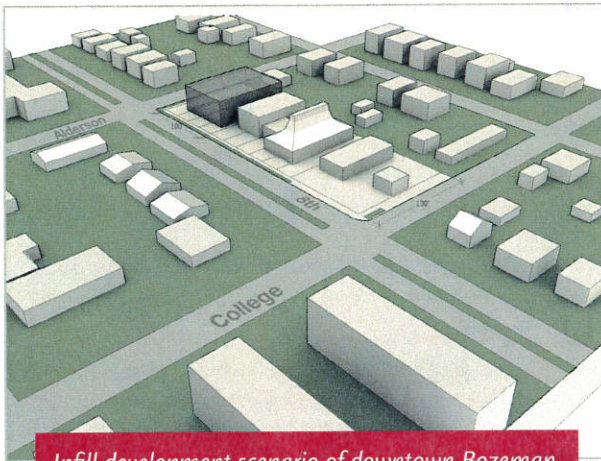


This task represents a large part of the study and will conclude with delivering a draft plan. The goal is to achieve a workable plan with easy to understand goals and strategies that are readily achievable through a robust implementation plan. In addition, we believe having high-quality graphics, maps and renderings turns a good plan into a great plan.

#### TASK NO.4: FINAL PLAN SUBMITTAL

Once comments from City staff, stakeholders and the general public have been evaluated and addressed in the plan, the final draft will be presented to the Planning Commission and City Council in a joint session. We will present information in a style that encourages productive participation and discussion. Every effort will be made to draw out meaningful comments and keep the focus on the plan findings and recommendations. Following the meeting with the community planning leaders, the final plan complete with analysis, maps, street plan, development standards, implementation strategies and recommendations on how and when to make amendments will be presented.

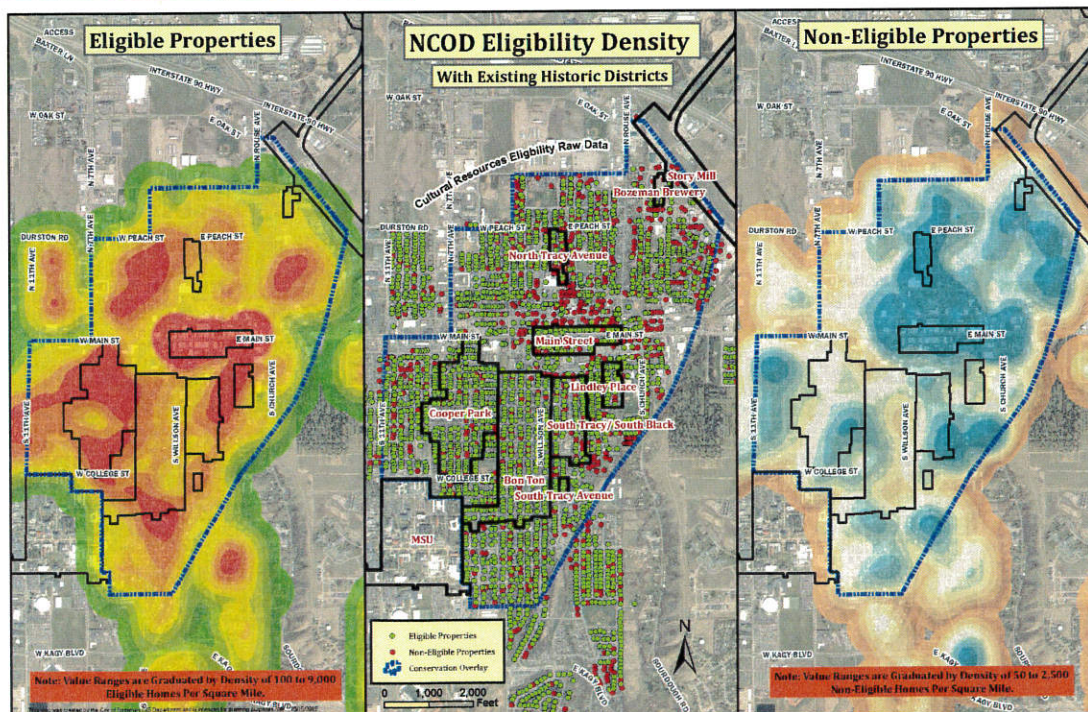
KLJ has a proven record of delivering our draft and final plans with all accompanying GIS data and analysis.



*Infill development scenario of downtown Bozeman.*



*Example of a code change allowing high-density development*



*Historic character analysis and potential new areas for historic preservation.*



## FEE TABLE

KLJ has completed more than 20 similar studies throughout our region, providing our clients with proven land use planning, traffic analysis and effective public involvement directly relevant to their projects.

KLJ is qualified and ready to help Providence update this plan. Ultimately, we will work to update the plan, document community character and offer recommendations to policy that will improve the community. KLJ will also work closely with officials and project stakeholders to achieve local understanding of recommended strategies and the intended outcome of implementing such policies. We believe a General Plan, such as this, is only as effective as the implementation strategies put into practice.

Task	Approximate Hours*	Fee
Task 1: Review and Plan Assessment	75	\$9,375.00
Task 2: Public Engagement	60	\$7,500.00
Task 3: Crafting a Workable Plan	90	\$11,250.00
Task 4: Final Plan Submittal	25	\$3,125.00
<b>Total</b>	<b>250</b>	<b>\$31,250.00</b>

## PROPOSED SCHEDULE

Activity	2016			2017		
	Oct	Nov	Dec	Jan	Feb	Mar
Task 1: Review and Plan Assessment						
Task 1.1 Review Master Plan and LAEP Charette						
Task 1.2 Character Review of Providence						
Task 2: Public Engagement						
Task 2.1 Online Survey						
Task 2.2 Stakeholder Meetings						
Task 2.3 Community Meeting						
Task 3: Crafting a Workable Plan						
Task 3.1 Planning Analysis of Key Elements						
Task 3.2 Policy Recommendations						
Task 3.3 Code Revisions						
Task 3.4 Renderings						
Task 3.5 Draft General Plan						
Task 4: Final Plan						
4.1 Implementation Strategies						
4.2 Final Plan Document						
4.3 Plan Adoption						



## BOZEMAN'S NEIGHBORHOOD CONSERVATION OVERLAY DISTRICT

Bozeman, MT

The City of Bozeman hired KLJ to conduct an evaluation of the city's Neighborhood Conservation Overlay District (NCOD), a 960-acre area within downtown Bozeman. NCOD has driven up housing and real estate costs, restricting affordable housing options and creating situations where houses in the historic district are not being renovated because the land is more valuable without the structure.

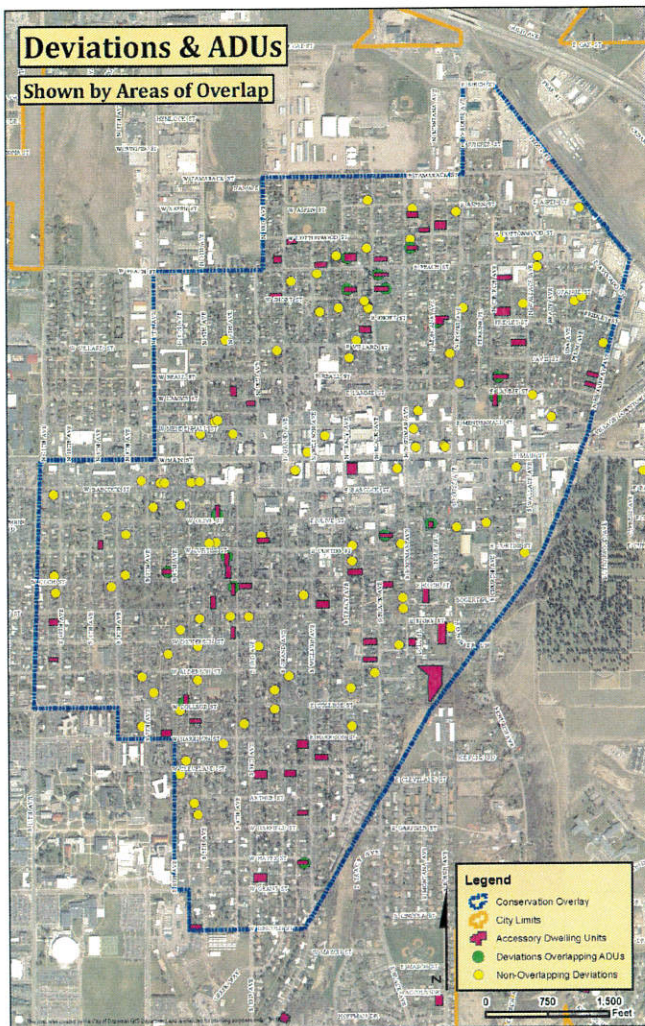
**TEAM MEMBERS INVOLVED:** John How, project manager;  
Forrest Sanderson, development standards

**REFERENCE:** Chris Saunders, Planning Interim Director –  
406 582 2260

**STATUS OF PLAN:** Completed

**CLIENT TYPE:** City Government

**SIZE OF GEOGRAPHIC AREA:** Est. 40,000 population



KLJ determined the impacts and long-term viability of the district with regard to affordable housing, urban renewal, historic preservation, residential infill and provided alternatives to existing and potentially new or revised regulations and policies. KLJ also conducted nine public meetings with four community meetings and five neighborhood meetings with each historic district to make sure stakeholders were well informed. The outcome of these meetings were instrumental in outlining the final plan to verify that all voices were heard.

Based on the findings and analysis of best practices and updates to the historic places inventory, KLJ recommend revisions to design guidelines and development standards to address infill and accessory dwelling units, as well as clearly defined commonalities of character usually associated with formally recognized districts that could replace certain design standards. The KLJ team provided information to the City that will offer an objective evaluation of incentives, design standards and processes and whether certain elements hindered the effectiveness of the existing NCOD.





## DICKINSON COMPREHENSIVE AND TRANSPORTATION PLAN

*Dickinson, ND*

The city of Dickinson is experiencing unprecedented growth due to the high levels of oil and gas activity in western North Dakota. Dickinson's citizens are concerned about the growth; they want to know what the future holds for their community and would like to be involved in the decision-making process.

KLJ collaborated with the public on a vision statement for the city and developed goals, objectives and strategies to meet the needs of city residents. A wide range of marketing activities were developed to facilitate a strong level of public involvement throughout the planning process.

**TEAM MEMBERS INVOLVED:** Thomas McMurtry, transportation lead; John How, land use planner

**REFERENCE:** Ed Courton – 701 456 7812

**STATUS OF PLAN:** Completed

**CLIENT TYPE:** City Government

**SIZE OF GEOGRAPHIC AREA:** Est. 28,000 population



Dickinson's Comprehensive Plan involved future land use planning, a growth management program, housing strategies to encourage development of affordable housing while retaining the local community character and sense of place and policies regarding temporary housing accommodations. KLJ also prepared an interim land use map and policies to use as a guide until final plan adoption. Additionally, team members worked with local economic development representatives to create incentive-based housing strategies to entice private developers to build affordable housing units. Other strategies also included creating an adequate public facilities ordinance to assist City staff to evaluate projects that would create an unnecessary hardship on the city's infrastructure capacity.

Transportation planning included travel demand modeling based on alternative future growth scenarios, recommendations for truck routing, roadway expansion and a roadway master plan to address transportation system deficiencies. A trail master plan was developed

to foster improved pedestrian/bicycle accessibility. Recommended development codes and ordinances were prepared to address transportation, water, storm sewer, sanitary sewer and public park issues.

Infrastructure planning involved modeling the City's water system based on alternative future growth scenarios. The project developed a City Services Plan including emergency response and emergency management services. The plan also examined recreation and cultural opportunities, natural resources, economic development and inter-governmental coordination.

Dickinson's Comprehensive and Transportation Plan update was completed with a strong level of public involvement. A community-based public visioning process was a key project component that was accomplished through an all-day planning workshop, online community surveys, one-on-one stakeholder interviews and a series of five public input meetings. The City now has a plan for future housing, industrial, commercial and public space compatibility. KLJ also addressed implementation of the updated Comprehensive and Transportation Plans, including many interim policies that could be implemented while the plans were still under development.





## Natrona County Development Plan

Natrona County, WY

From 2012 to 2013, Natrona County ranked as the sixth fastest growing urban area in the country. Natrona County was looking to update their master plan in terms of land use and infrastructure to manage this growth.

KLJ recently completed the Natrona County Master Plan update. The study included two major aspects: a land use and infrastructure plan and an extensive public outreach effort. The initial phase of the study involved compiling existing conditions data and building an existing land use map. We worked with Natrona County Commissioners and others to understand county and land use changes and project future growth. As the study progressed, we completed a future land use map. KLJ also created a detailed infrastructure

**TEAM MEMBERS INVOLVED:** Thomas McMurtry, project manager; John How, community planner; Becky Bey, SWOT specialist

**REFERENCE:** Trish Chavis, Natrona County – 307 235 9435

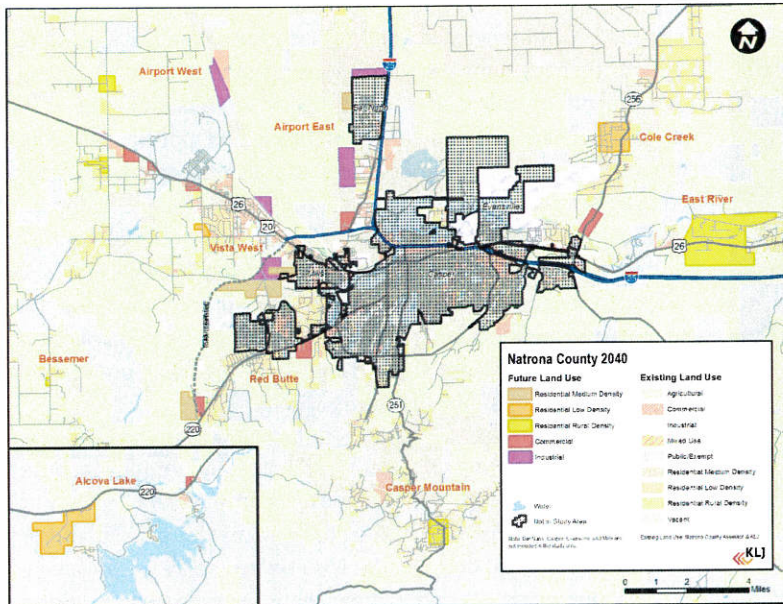
**STATUS OF PLAN:** Completed

**CLIENT TYPE:** County Government

**SIZE OF GEOGRAPHIC AREA:** Est. 75,450 population

plan to accommodate forecasted growth. The plan included needed improvements to roads, parks, water and sewer systems. We developed a detailed project list with planning-level costs and timing for needed improvements. It was important that the plan reflect the values of the residents in Natrona County, and several public outreach efforts were planned to engage residents about what they would like to see in the plan.

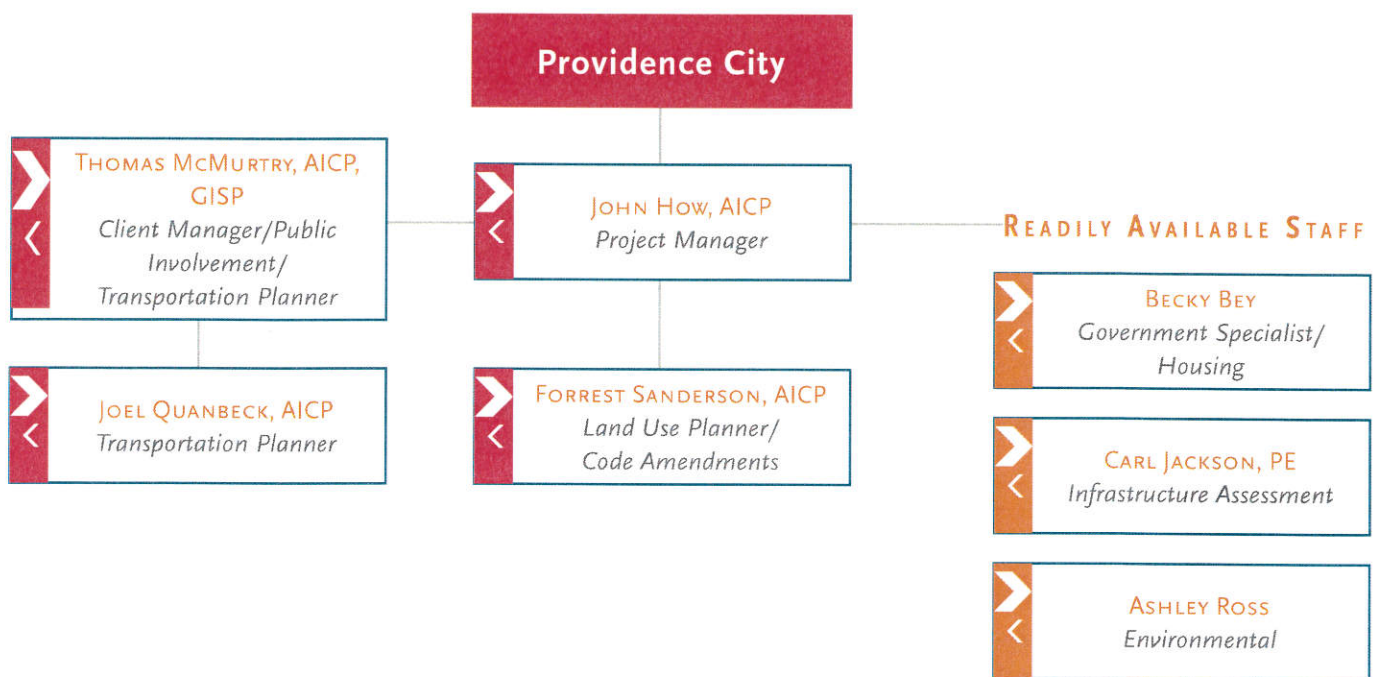
KLJ's first public meeting was held in fall 2013; we conducted a public workshop to identify issues and gather comments about changes in Natrona County. Working with Natrona County, we explored potential solutions to address specific identified needs. KLJ developed and presented the recommendations to the public and Board of County Commissioners. We documented our results in a final report, which was submitted in spring 2014.



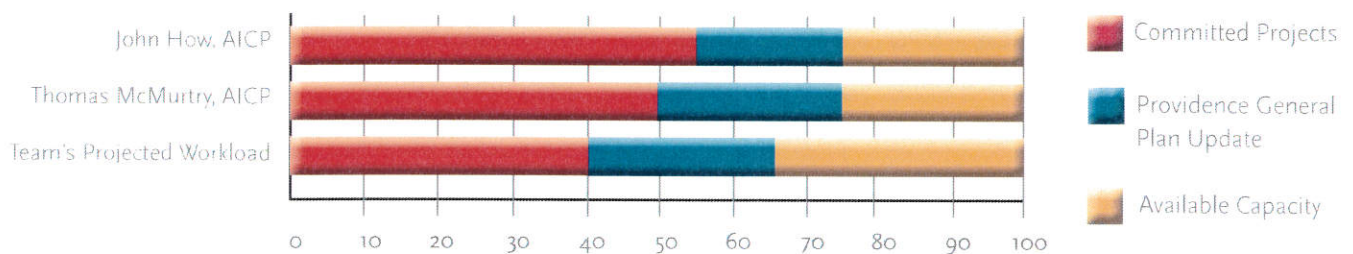


KLJ is proposing a team of diverse, hand-picked staff that will provide focused attention in their individual areas of expertise. We have highlighted key individuals to emphasize our commitment to the General Plan Update planning effort. Our project team has extensive experience evidenced through successful work on similar projects. We are only showing the key individuals who will play major roles on this project, but KLJ is backed by a staff of more than 700 employees with a wide range of specializations. So if the project would benefit from a structural engineer, a landscape architect, a 3D specialist, an artist or an environmental scientist, for example, we have that staff ready to help.

## KEY STAFF



KLJ TEAM PROJECTED WORKLOAD CHART







### John How, AICP

john.how@kljeng.com  
406 582 6220

PROJECT MANAGER

AICP – American Institute of Certified Planners

MS Urban and Regional Planning – University of Iowa  
BS Criminal Justice – University of Nebraska at Omaha  
BA Psychology – University of Nebraska at Lincoln

John has worked with several communities throughout Wyoming and Montana, helping them create vibrant, yet sustainable rail industrial parks, land use plans and policies. He has extensive experience as a project manager developing rail plans, land use plans, comprehensive master plans, zoning ordinance updates, subdivision regulations, industrial parks, market analysis studies and airport master plans. John also has experience with affordable housing studies, economic development, parks and trails planning, infrastructure assessments and transportation plans. He is proficient in ArcGIS, Google SketchUp and Microsoft Office. John is a member of the American Institute of Certified Planners.

#### CURRENT AND PAST EXPERIENCE:

- » Project Manager – Neighborhood Conservation Overlay District (NCOD) Analysis – Bozeman, MT
- » Land Use Planner – Dickinson Comprehensive and Transportation Plans – Dickinson, ND
- » Community Planner – Natrona County Development Plan – Natrona County, WY
- » Project Manager – Sweetgrass Region Impact Study – Sweetgrass Development, MT
- » Project Manager – City of Sidney Planning Services – Sidney, MT



### Thomas McMurtry, AICP, GISP

thomas.mcmurtry@kljeng.com  
701 355 8458

CLIENT MANAGER, PUBLIC  
INVOLVEMENT AND  
TRANSPORTATION PLANNER

AICP – American Institute of Certified Planners

GISP – Geographic Information Systems Professional

MBA – University of Utah  
BA Geography – Bowling Green State University

Thomas will serve public involvement specialist and transportation planner on this project. He recently served as the project manager for the Mills Intermodal Rail Park Study and he also led the work for the Evansville Secondary Access Study. Thomas has served as project manager for several key transportation projects around Natrona County. Thomas has 12 years of transportation planning experience and has significant experience conducting public involvement meetings as well. His enthusiasm and ability to listen and understand stakeholder concerns helps to gain support for the projects he is involved with.

#### CURRENT AND PAST EXPERIENCE:

- » Transportation Planner – 2007 Cache MPO Long Range Transportation Plan – Logan, UT
- » Transportation Planner – Cache Southern Corridor – Wellsville, UT
- » Transportation Planner – 2011 Cache MPO Long Range Transportation Plan – Logan, UT
- » Transportation Planner – Dickinson Comprehensive and Transportation Plans – Dickinson, ND
- » Project Manager – Natrona County Development Plan – Natrona County, WY





### Forrest Sanderson, AICP

forrest.sanderson@kljeng.com  
406 373 7240

LAND USE PLANNER AND  
CODE AMENDMENTS

AICP – American Institute of Certified Planners  
CFM – Certified Floodplain Manager

BS Earth Science, Geographic Planning Option – Montana  
State University, Bozeman

Forrest joined KLJ's Billings office after a distinguished career as a professional planner working with Montana's state and local governments. He has created seven new rural zoning districts, completely revised and updated three municipal zoning ordinances and amended existing zoning regulations more than 150 times. In addition, Forrest has reviewed more than 250 subdivisions creating in excess of 1,500 lots, served as a floodplain administrator for more than 20 years in four separate jurisdictions and written or assisted in the writing of numerous master plans, growth policies and subdivision and zoning regulations to implement planning documents. This experience encompasses small resort communities that desired to remain as they are to rapidly growing and developing cities and counties, as well as state and regional projects.

#### CURRENT AND PAST EXPERIENCE:

- » Planner – Development Standards – NCOD Analysis – Bozeman, MT
- » Planner – Growth Policy – Fallon County, WY
- » Planner – Growth Policy – Musselshell County, WY
- » Planner – Updated Development, Zoning, Subdivision and Floodplain Regulations – Glendive, MT
- » Planner – Quality Control Review, Zoning and Subdivision Regulations – Sidney, MT



### Joel Quanbeck, AICP

joel.quanbeck@kljeng.com  
406 373 7240

TRANSPORTATION  
PLANNER

AICP – American Institute of Certified Planners  
CFM – Certified Floodplain Manager

BS Sociology, minor Emergency Management – North  
Dakota State University

Joel has more than 25 years of professional planning experience. Some of his experience includes comprehensive planning, socio-economic analysis, public involvement and floodplain management. Joel has experience and training in hazard mitigation planning. He maintains national certification as a Certified Floodplain Manager. Joel has prepared a Flood Hazard Mitigation Plan for southeastern Cass County, ND, and has provided technical floodplain management services to many property owners and several local jurisdictions. His experience working as the 911 addressing coordinator for Cass County, ND provided him with a solid understanding of the emergency response processes. This experience and knowledge has been deepened by his role as the key investigator and primary author of the Emergency Services Needs Analysis prepared for the North Dakota Association of Oil and Gas Producing Counties in 2013.

#### CURRENT AND PAST EXPERIENCE:

- » Planner – Comprehensive Plan, Land Development Code, Technical Assistance and Contract Planning Services – Dunn County, ND
- » Planner – Comprehensive Plan, Land Development Code and Technical Assistance – Dunn County, ND
- » Planner – Subdivision Regulations and Contract Planning Services – Cass County, ND
- » Planner – Comprehensive Plan and Land Development Code – Horace, ND
- » Planner – Comprehensive Plan – Pelican Rapids, MN





### Becky Bey

becky.bey@kljeng.com  
406 247 2907

GOVERNMENT SPECIALIST  
AND HOUSING

FAST Facilitation Certification  
Mediation Certification

BA English Literature/Creative Writing – Montana State  
University, Bozeman

Becky has more than 25 years of experience in grant writing, public relations, organizational policy development and government liaison work. She has aided KLJ planners in a number of community planning activities including updates to Capital Improvement Plans, zoning regulations, housing studies and economic diversification plans.

#### CURRENT AND PAST EXPERIENCE:

- » SWOT Specialist – Natrona County Development Plan – Natrona County, WY
- » Bear Paw Development – Highline Housing Study – Havre, MT
- » Miles City Flood Mitigation Public Engagement Campaign – Miles City, MT



### Carl Jackson, PE

carl.jackson@kljeng.com  
406 247 2912

INFRASTRUCTURE  
ASSESSMENT

Professional Engineer – MT, WY, ND

BS Civil Engineering – North Dakota State University  
BS Sport and Recreation Leadership – North Dakota State  
University

Carl has an extensive background in project management, design and construction administration with emphasis in transportation and municipal infrastructure, planning and property development. He has a proven ability to lead complicated multi-faceted projects that require comprehensive project management and stakeholder involvement. His typical project role entails working with clients, resource agencies and other stakeholders, design team members and contractors with the goal of generating cost-effective and innovative solutions.

#### CURRENT AND PAST EXPERIENCE:

- » Project Manager – Yellowstone County Industrial Park Feasibility Analysis – Billings, MT
- » Project Manager – Trailhead Commerce Park – Lockwood, MT
- » Project Manager – Richland County Master Transportation Plan – Richland County, MT



### Ashley Ross

ashley.ross@kljeng.com  
701 250 5961

ENVIRONMENTAL

BS Natural Resources Management – Dickinson State  
University

Ashley is an environmental planner with eight years of experience in conservation, environmental planning, impact assessment and document preparation. Additionally, Ashley has the capability to carry out public involvement, agency coordination, permitting, GIS analysis and biological and botanical surveys. She has worked closely with federal, private and Tribal entities with the role of project manager or task lead. She is able to effectively identify environmental impacts and cite them in the appropriate documentation. Ashley has written numerous National Environmental Protection Act (NEPA) documents including Environmental Assessments, Categorical Exclusions and Environmental Reports for a variety of environmental projects.

#### CURRENT AND PAST EXPERIENCE:

- » Environmental Planner – North Washington Street – Bismarck, ND
- » Environmental Planner – Lincoln Road Shared-Use Path – Lincoln, ND
- » Environmental Planner – Little Missouri River Crossing – Billings County, ND



#### NATIONAL PERSPECTIVE.

KLJ has the size and scope of engineering-based services you need, with the local expertise to drive your project forward to a successful result.



#### REGIONAL EXPERTISE.

KLJ is dedicated to improving the health, safety and welfare of our communities.

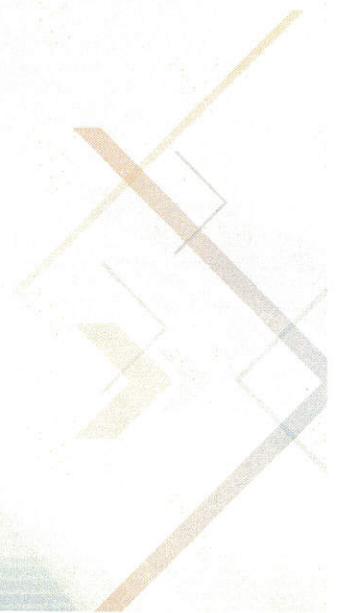


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September 29, 2016

Skarlet Bankhead  
Administrative Services Director  
Providence City  
15 South Main  
Providence, UT 84332

**RE: RFP Response, Providence General Plan Update**

Dear Skarlet and Selection Committee,

CRSA is a multi-disciplinary firm with an excellent team of professional planners, urban designers, landscape architects and architects. We have provided planning expertise to both rural and urban communities in Utah and in neighboring states. Our team will be led by Kelly Gillman, Senior Principal/Certified Planner and Susie Petheram, Senior Planner/Certified Planner. Kelly and Susie have worked together at CRSA for 15 years, and have collaborated with dozens of communities in the Inter-mountain West. A sampling of relevant related projects is represented in our attached proposal, and we encourage you to contact our references.

Our approach to planning is comprehensive and can be summed up by the following three concepts:

1. Plans should be asset-based, with the future vision building on the existing strengths of the community.
2. Plans should be community-driven, with public input guiding the development of goals and objectives and the future land use plan map.
3. Plans should be implementation focused, and include clear steps for achieving the vision.

To specifically outline the roles of our team, Susie will lead the project team and focus on the Land Use and Public Outreach components. She will also collaborate with Tina Gillman and Melissa Fryer on coordinating the various plan elements. Our team is prepared to reach out to the community to develop an understanding of the key issues that may need to be updated in the General Plan. We will collaborate with you to update the vision and revise documents as necessary. We are also well qualified to review and recommend technical Implementation and Funding Strategies. For example, our team is currently working with North Ogden to write a form based code.

Having reviewed the requirements for this project, we believe that we are qualified to partner with Providence City. We will focus our efforts on developing the future character of the City, public outreach and survey, and updating of the future land use map with best practices for supporting policies. This is detailed in our attached proposal. If you have any questions concerning our qualifications, we are happy to provide additional information. We look forward to collaborating with you on this plan. You may reach me at (801) 355-5915 for questions, clarifications or more information.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Kelly Gillman".

J. Kelly Gillman, ASLA, AICP  
Senior Principal/Senior Planner  
[kelly@crsa-us.com](mailto:kelly@crsa-us.com)

A handwritten signature in blue ink, appearing to read "Susie Petheram".

Susie Petheram, AICP  
Associate Principal/Senior Planner



# PROJECT APPROACH

As a 56-member, fully integrated multi-disciplinary firm, CRSA will provide planning and design guidance to Providence City. With a planning and design practice, organized within a separate Studio, CRSA offers a full service planning practice with robust technical abilities such as land use planning, GIS analysis, scenario planning, ordinance writing, public engagement and graphic design. CRSA has collaborated with dozens of communities in Idaho, Utah and the Inter-mountain West. Committed to local municipalities, counties, and government agencies, CRSA has offices in Salt Lake City and St. George Utah as well as Idaho Falls, Idaho. CRSA was founded in 1975, our staff currently includes 17 licensed Architects as well as certified Planners, Landscape Architects, and Interior Designers across 12 states. Our recent relevant planning projects have produced studies and visioning documents for communities such as Taylorsville and Salt Lake City, the State of Utah DFCM and DNR, and Wasatch Front Regional Council. Current projects include a master plan update for Murray City and the development of a Form Based Code in North Ogden.

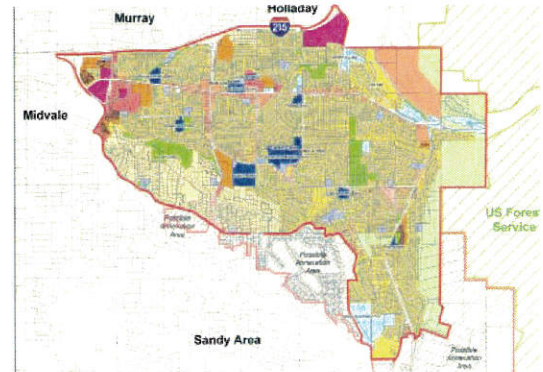
CRSA is a dedicated advocate of collaborative, consensus-based planning. Our philosophy is to:

- Promote and engage dialogue and action with key stakeholders, which leads to effective stewardship over the resources of agencies and communities.
- Offer fully integrated planning, urban design, graphic design, public engagement, and design services.
- Develop implementable, achievable plans. Our projects have been recognized with numerous awards from organizations such as Envision Utah, the local chapters of the American Planning Association, the American Institute of Architects, the American Society of Landscape Architects, and the Urban Land Institute.

## WORK PROGRAM

### *Background and Objectives*

The general plan update will be forward-looking, visionary, and bold. In the past few years, the CRSA team has completed approximately 20 general plans and dozens of small area, downtown revitalization, and campus master plans. We will use all of our experience to the highest benefit for Providence City. In addition to experience, our team stays knowledgeable in cutting edge practices of land use planning. All of our team members have obtained graduate degrees and one team member, Susie Petheram, is currently completing a PhD in planning.



*Cottonwood Heights General Plan*

### **Phase One: Existing Conditions/Land Use Evaluation**

*Key Steps & Deliverables: Policy and regulatory review, Analyze existing uses and conditions, Existing Conditions Report, Develop Base Mapping, Form and Meet with Steering Committee*

Prior to starting the plan, the CRSA team will collaborate with Providence City to form a steering committee. This committee will guide the process and keep the Mayor, Planning Commission and City Council informed on the process. The committee will also assist with outlining the project process. The first step in the process will be an accurate understanding of current conditions. Beginning with the current General Plan, GIS data, and other pertinent documents, the CRSA team will compile, tabulate, and analyze data to prepare relevant maps, charts, and matrices. The object of this effort is to assess the adequacy of the existing Land Use Element in meeting the current and project needs, which will be delivered in the form of an existing conditions report.

General questions that need to be answered include what works well in the current general plan elements. What portions of the plan have not produced intended results? Specific questions might also be asked such as what is the projected growth for the city that the Land Use Element update will need to accommodate? Coupled with a review of the annexation policy, answering these questions will build a foundation for the update of the plan.

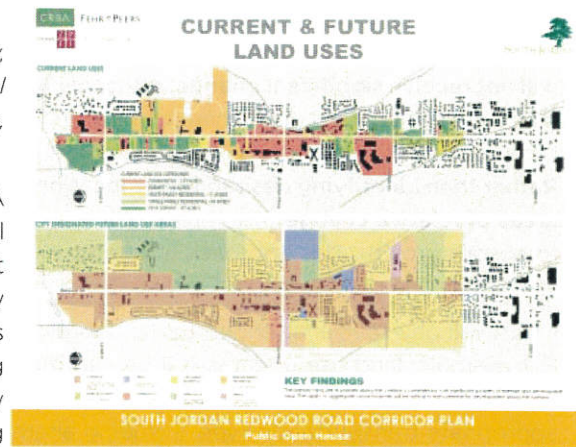
*CRSA will rely on Providence City or other agencies to provide base data layers that will be the source of CRSA existing conditions mapping.*



## Phase Two: Community Participation & Visioning

*Key Steps & Deliverables: Community preference survey, public workshops & planning charrettes, website, social networking, press releases, etc., with Steering Committee, Updated Vision Statement*

Cities belong to the people who live there. The CRSA team recognizes that community participation is a vital element of a successful plan. This participation will first take the form of a paper and web based community preference survey to determine Providence City's residents' attitudes, opinions, and desires regarding land use issues and a community vision. Community participation will also take the form of a public planning charrette at the beginning of the planning process, and will include on-line outreach.



*South Jordan Redwood Road Corridor Plan*

The CRSA team is well seasoned in preparing charrettes and open houses interacting with the public. We will work closely with Providence City to select a day that is the best fit for the community, and develop a strategy for notifying and inviting residents and key stakeholders. For example, we have found that political yard signs stating the date and time are effective. The result of the process will be input that will guide the authorship of an Updated Vision Statement that may guide rest of the General Plan update process. CRSA will work with Providence City to validate the current vision statement, as noted, and update as needed to reflect the results of the public workshop.

*CRSA will rely on Providence City to provide the official notification of public events and to cover expenses associated with hosting workshops, other than CRSA labor, travel, and printing costs. CRSA will also rely on Providence City to mail, if deemed effective, surveys or other materials that may be sent to all residents as part of the process.*

## Phase Three: Update Goals, Objectives, and Policies Development

*Key Steps & Deliverables: Review and integrate recommendations from community, city staff and city officials, Prepare draft goals and policies, Meet with Steering Committee, Present to Planning Commission*

The analysis, mapping, evaluations, and community participation of the previous two steps will synergistically combine in Phase Three. CRSA will use this information to prepare for review updated goals and objectives that may be linked with implementation policies and cross checked with other existing adopted documents. Existing goals and objectives that remain valid will be retained. Goals must have a measurable end result, with objectives to be achieved as a part of that goal. Objectives are a basic planning tool which is the basis for creating policy. CRSA recognizes that useful objectives are those that can be reasonable reached within the scope of a specific time frame and available resources. Policies based on actionable objectives will then be a guide for implementation and decision making in Providence City. As an additional step, if objectives take the form of physical projects, CRSA will develop a project implementation matrix that may be used to guide the annual Capital Improvement Plan (CIP) process. This allows the City to prioritize projects, seeking funding when available.

The goals, objectives and policies will be developed through collaboration with Providence City staff. A draft document will then be prepared and presented for review. CRSA recommends presenting to the Planning Commission at this stage in the process to ensure the materials developed meet the needs of the City.

## Phase Four: Component Development/Updates/Urban Planning

*Key Steps & Deliverables: Revise the Future Land Use Map, Refresh Key Plan Components and Coordinate with existing adopted plans, Meet with Steering Committee, Town Center Urban Design Review*

This phase continues to build on the work of the previous phases. Following the update of the City Vision Component, the Updated General Plan will be drafted in this phase, including each of the key components. Our efforts will likely include focused coverage on Providence City's anticipated areas of change, which will be assessed based on input received from the community and the updated goals and policies.



CRSA will work with the City to update the future land use map to clearly outline the City's vision, representing changes that may be required. **We anticipate that existing stable residential areas (such as residential estates) will not receive significant change, rather we will work to ensure they remain stable.** Special urban design review may be given in areas only where change in direction might be anticipated. These areas, usually neighborhood commercial or town center areas, when properly defined support the overall urban design theme of a community. **Rather than identifying desired future locations for specific land uses, alternatively the map may simply identify areas of relative change.** The three-color map symbology (red, yellow, and blue) reflects the potential of an area to absorb growth. This approach illustrates a conscious decision to elevate the importance of the zoning map, and ensure the policies of the General Plan area used to make land use decisions.

CRSA will pay special attention to the coordination of the land use element to other General Plan components. For example, land use updates will be informed/cross coordinated with transportation component updates as well as the housing and economic development components. Each land use type should be served by the appropriate transportation type, including alternative/active modes such as trails or bike paths. Additionally, as informed by the housing analysis, certain land use types may be defined that support certain housing goals and objectives, ideally coordinated with an overall urban design vision and sense of place for the City.

#### Phase Five: Implementation Plan Development

*Key Steps & Deliverables: Develop Draft Plan for Review, Prepare Implementation Plan, Meet with Steering Committee, City-wide open house*

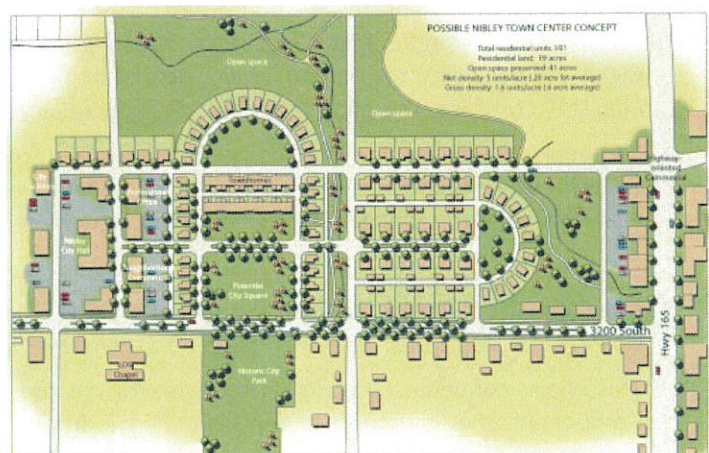
This phase also builds on the work to be accomplished in the previous phases. The final product of this phase will be a forward-looking visionary update. This phase will include the development of a narrative and graphic explanation of the ideas behind the Goals and Policies and the Future Land Use Map (and other maps). Most importantly, the Implementation Plan will clearly outline specific steps to implement the Plan's policies. A list of prioritized, measurable, and time specific implementation items will be generated, and will be based largely on community and City staff and official input.

The implementation plan will elevate the General Plan as an even more useful tool in guiding the City's budget and regulatory decisions to promote and implement the Land Use vision. CRSA will facilitate a Public Open House to present the draft plan, and solicit feedback. Input collected will be used to refine the Plan element to better reflect the community's vision. As this is a General Plan update, there is an opportunity to add implementation strategies to those already included in the plan. This may include, as previously noted, a project matrix that may be tied to the CIP, as well as a discreet number of best practices sheets. **The best practices methodology, typically one sheet for each, has recently been adopted by Salt Lake County and provides an opportunity to describe a process that individuals may follow to help implement the plan.** CRSA has helped Salt Lake County write many of these practices. For example, the City may have as a goal encouraging residents grow their own gardens as a way to enhance property values.

#### Phase Six: Support Adoption

*Key Steps & Deliverables: Support Planning Commission public hearing, Support City Council Public Hearing, final printing and delivery of plan*

The final phase of the General Plan Update is to support Providence City through the formal adoption of the plan. We anticipate attending two meetings each with the Planning Commission and City Council to present the draft plan, make revisions, and support the public hearing process by being available to answer questions about the plan contents and intent.



*Nibley General Plan*



# PROJECT SCHEDULE

The following table copied from our Community Engagement Plan outlines the outreach strategy and four-month schedule that our team recommends to complete the Providence General Plan.

**Table 1. Type and Frequency of Engagement and Means for Communication**

Group Designation	Group Name	Participants/Format	Outreach Frequency	Invitation Type	Project Portal Access?	Public Engagement Access?
<b>A</b>	Project Executive Team	Planning Staff/PM	Monthly (5 to 6)	Calendar Invites	Y	Y
<b>B</b>	Steering Committee	Agency Departments & Allied Agencies (UDOT, UTA)/ Board Room MTG	Key milestones (2 Total)	Formal Invitation/ Calendar Invites	Y	Y
<b>C</b>	Stakeholder Focus Groups	Community Reps/Facilitated Board Room MTG	One Set of 3 (3)	Formal Invitations	N	Y
<b>D</b>	Design Charrette	Groups A to D/Facilitated Workshop MTG	One (1)	Formal Invitations	Y/N	Y
<b>E</b>	Community Events	General Public/ Open House Format	Two (2)	Formal Invitations and General Noticing	N	Y
<b>F</b>	Adoption Process	Planning Commission & City Council	Two (2)	Standard City Procedures	Y	Y

**Table 2. Schedule**

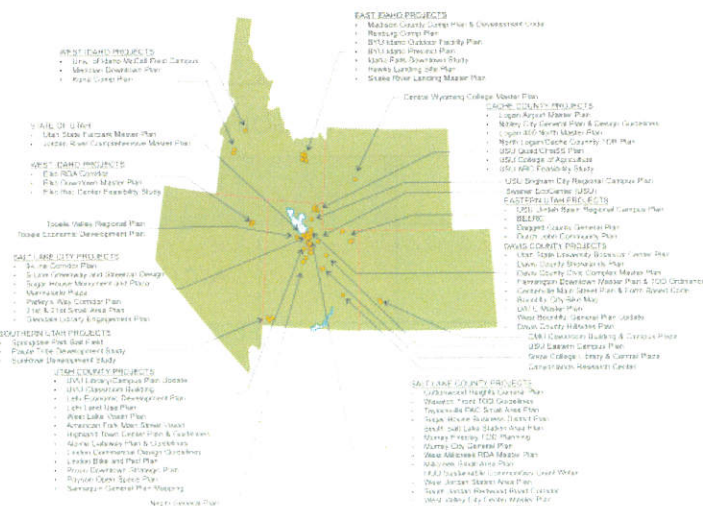
2016	NOV	DEC	JAN	FEB	MAR	APR
Phase 1-Existing Conditions/Land Use Evaluation	A/E					
Phase 2- Community Participation	ONGOING OUTREACH					
Phase 2-Technical Studies		A/B				
Phase 3-Update Goals, Objectives, and Policies Development			A/C/D			
Phase 4-Component Development/Updates/Planning				A/B		
Phase 5-Implement Plan Development					A/E	
Phase 6-Support Adoption					F	A/F



Table 3. Focus of Public Meetings

Meeting	Focus
<b>E1- Informational Open House/ Project Kickoff &amp; Scenario Introduction</b>	<p>The first public meeting will be conducted in an open house format, with active engagement of participants with an opportunity to inform the public on what the project will entail. A project overview will be presented, along with a summary of existing data about Providence City. Take home materials, such as a postcard or flyer, will direct attendees to the project website for additional outreach efforts. The following key points will be emphasized at these events:</p> <ul style="list-style-type: none"> <li>• Provide introduction to the Providence City General Plan Update</li> <li>• Ask participants to answer specific questions (in person and also on-line at project website) such as “What captures your vision for the future of Providence City?” and “What types of commercial uses would you like to see in Providence City?”</li> <li>• Instruct participants on how to participate and stay involved for the duration of the planning process.</li> </ul>
<b>D- Design Charrette / OH #2</b>	<p>Design Charrette Description</p> <ul style="list-style-type: none"> <li>• Coordinated with Local Festival if applicable</li> </ul>
<b>E2- Formal Open House/Preferred Scenario and General Plan Update</b>	<p>A follow-up meeting will be held to allow the public to comment on the preferred scenario and General Plan Update. The meeting will be conducted in an open house format, with presentation boards and displays capturing the key points of the preferred plan. The public will be invited to respond and provide feedback on the content of the plan, and be able to see how their input from previous meetings has been incorporated. The following key points will be emphasized at these events:</p> <ul style="list-style-type: none"> <li>• Provide an update on the progress of the Providence City General Plan Update</li> <li>• Ask participants to review the draft plan and provide comments</li> <li>• Ask participants to answer specific questions concerning the draft plan such as “Does the plan meet your vision for Providence City?”</li> <li>• Outline the remainder of the process.</li> </ul> <p>The on-line public engagement website will also be available during the scoping workshops to support the formal draft plan review process.</p>
<b>F- Plan Adoption Process</b>	See Phase #6 Adoption Process Description

#### SELECT CRSA PLANNING PROJECTS





# PROJECT TEAM

## CRSA



### J. KELLY GILLMAN, ASLA, AICP

#### MANAGING PRINCIPAL & SENIOR PLANNER, CRSA

Kelly Gillman is a Senior Planner and Landscape Architect with CRSA. He is a comprehensive master planner and thinker, adept at taking a body of information, analyzing its parts and pieces, and constructing a system that works well in synthesis as a whole. In this way, he is especially skilled with gathering input from a community and visioning how to create one plan that fits the needs of many. Kelly has received several awards from the ASLA, Envision Utah, and the APA Utah Chapter for his innovative work.

#### RELEVANT EXPERIENCE

- Murray City General Plan Update, Murray UT
- Elko Master Plan, Elko, NV
- Taylorsville 5400 South/Redwood Road Plan, Taylorsville, UT
- Utah State Fairpark Master Plan, Salt Lake City, UT
- Nibley City General Plan Update, Nibley, UT
- Kuna Comprehensive Plan, Kuna, ID
- West Bountiful General Plan Update, West Bountiful, UT
- Lehi City General Plan, Lehi, UT

#### EDUCATION

Master of Business Administration,  
Gore School of Business,  
Westminster College, 2007

#### LICENSES AND CERTIFICATIONS

Landscape Architect: Utah, 2001,  
Wyoming, 2005, Idaho, 2009,  
Colorado, 2013

CLARB Certification, 2003  
American Institute of Certified  
Planners, 2006

## CRSA



### SUSAN PETHERAM, AICP

#### SENIOR PLANNER, CRSA

Susie Petheram began her career as a planner following a decade as a medical researcher and analyst. She has been with CRSA since 2002, and has served as project manager and public outreach specialist for numerous community/municipal planning and design projects. She works with communities to identify important resources and assets that can contribute to the community visioning and planning effort. Susie has a liberal arts background and possesses excellent facilitation skills for projects requiring extensive public input and multiple-agency coordination.

#### RELEVANT EXPERIENCE

- Murray City General Plan Update, Murray UT
- Farmington Downtown Master Plan Revision, Farmington, UT
- Centerville Main Street Master Plan and Ordinance, Centerville, UT
- Taylorsville 5400 South/Redwood Road Plan, Taylorsville, UT
- West Bountiful General Plan, Bountiful, UT
- Nibley City Commercial Design Guidelines, Nibley, UT
- Cottonwood Heights General Plan, Cottonwood Heights, UT
- Nephi City General Plan Update, Nephi, UT

#### EDUCATION

Ph.D. Candidate in Metropolitan  
Planning, Policy, and Design,  
University of Utah

Master of City and Metropolitan  
Planning, University of Utah

#### LICENSES AND CERTIFICATIONS

American Institute of Certified  
Planners, 2010





## TINA BLACK GILLMAN, ASLA, LEED® GA

### PLANNER/LANDSCAPE ARCHITECT, CRSA

Tina Gillman is a landscape architect who joined CRSA in 2006. She has a wide range of experience from NEPA document preparation and public involvement to site layout and planting design. This experience has allowed her to cultivate solid skills in the areas of GIS, graphic communication, urban design, and ecological restoration. Tina has often worked on multi-disciplinary teams where the team has worked with a variety of clients to help them find the best solution for their projects.

#### EDUCATION

Master of Science, Geography,  
University of Utah, 2008

Bachelor of Landscape Architecture  
and Environmental Planning, Utah  
State University, May 2001

#### LICENSES AND CERTIFICATIONS

Landscape Architect: Utah, 2004

LEED Green Associate: 2014

#### RELEVANT EXPERIENCE

- Murray City General Plan Update, Murray UT
- Herriman North Plan Land Use Scenario Mapping, Herriman, UT
- Lehi City General Plan, Lehi, UT
- Nephi General Plan, Nephi, UT
- Nibley City General Plan Update, Nibley, UT
- Ninth Street Place Development Master Plan, Salt Lake City, UT
- Tooele Broadway Housing Master Plan, Tooele, UT
- Pole Creek Development Master Plan, Pinedale, WY
- Hawks Landing Master Plan, Ammon, ID
- Rexburg Comprehensive Plan, Rexburg, ID



## MELISSA FRYER, ASSOCIATE ASLA

### URBAN PLANNER/ILLUSTRATOR, CRSA

Melissa is a recent graduate from The University of Utah where she obtained her Master's Degree in City and Metropolitan Planning. In her work she focused primarily on urban design and streetscape/transit design. Melissa also has a Master's Degree in Landscape Architecture having studied in England gaining experience ranging in scale from innovative greenroof techniques to developing schematic master plans. Melissa is also a skilled illustrator. She has extensive experience providing high quality illustrations and renderings to depict urban design and land use planning concepts. She recently completed a monograph series for the University of Utah's Planning Department that provide the municipal clients an extensive guide for analyzing, planning, and implementing development proposals for their respective cities.

#### EDUCATION

Master of City and Metropolitan  
Planning, Certificate in Urban  
Design, University of Utah,  
Salt Lake City, UT 2014

Master of Landscape Architecture,  
University of Sheffield,  
Sheffield, England 2009

#### PROFESSIONAL AFFILIATIONS

American Society of Landscape  
Architects (ASLA)  
College of New Urbanism (CAN)

#### RELEVANT EXPERIENCE

- Taylorsville City Park Redevelopment Proposal, Taylorsville, UT
- North Ogden Form Based Code, North Ogden, UT
- Murray City General Plan Update, Murray, UT
- South Jordan Redwood Road Corridor Plan, South Jordan, UT
- Cottonwood Heights Streetscape, Transit, + Redevelopment Study, Cottonwood Heights, UT
- Tooele Research, Education, + Innovation District Study, Tooele, UT



# PROJECT EXPERIENCE

CRSA

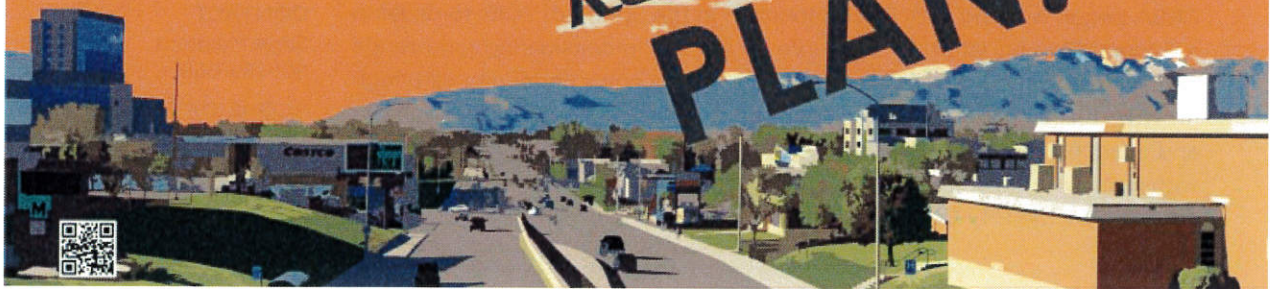
## MURRAY GENERAL PLAN

Murray, Utah

### MURRAY GENERAL PLAN UPDATE

Stay informed & share your ideas:  
[www.PlanMurray.com](http://www.PlanMurray.com)  
 801.270.2420

*Ready, Set,*  
**PLAN!**



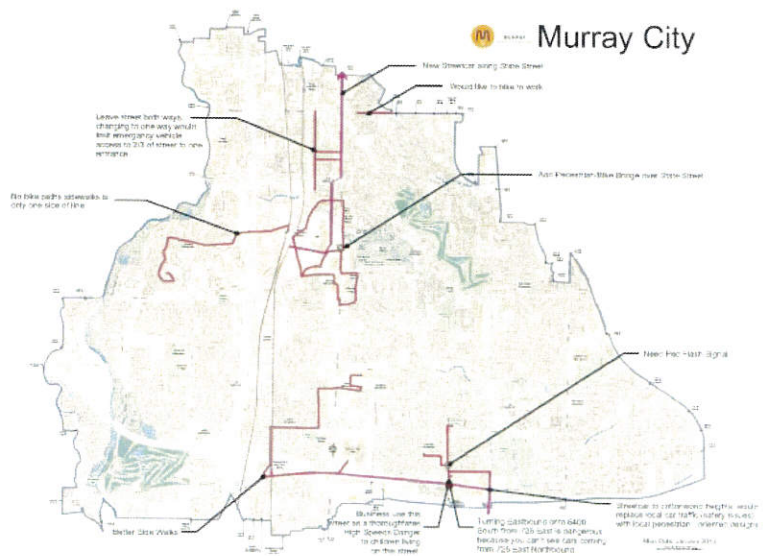
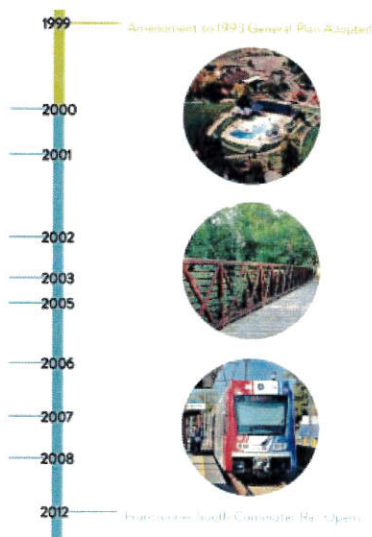
**CLIENT**  
 Murray City

#### SCOPE OF SERVICES

Community Visioning,  
 Comprehensive Planning, Public  
 Involvement, Land Use Planning,  
 Parks and Open Space Planning,  
 Transportation Planning, Housing  
 Planning, Mapping

**COMPLETION DATE**  
 2016

Murray City requested proposals from qualified individuals or consulting firms to conduct and assist in an update to the Murray City General Plan. CRSA began working with Murray City in the fall of 2014, to develop a General Plan update that will serve as a guide in considering long-range policy changes and development proposals. The General Plan will consider policies related to land use planning, transportation, economic development, housing, parks and recreation and natural and cultural resources. Work is anticipated to complete within an 18-24 month time frame. The finished product should be ready for adoption by the City Council at a public hearing in 2016.



**MURRAY CITY GENERAL PLAN UPDATE**  
 Public Open House



## EAGLE MOUNTAIN GENERAL PLAN

Eagle Mountain, Utah



In 2016 Eagle Mountain requested proposals from qualified individuals or consulting firms to conduct and assist in an update to City General Plan. CRSA began working with Eagle Mountain in the Spring of 2016, to develop a General Plan update that will serve as a guide in considering long-range policy changes and development proposals. As a new community with high growth, the planning process will focus on forecasting land use development and economic development opportunities. Work is anticipated to complete within an 12 month time frame. The finished product should be ready for adoption by the City Council at a public hearing in 2017.

### CLIENT

Eagle Mountain City

### CONTACT

Steve Mumford  
801-789-6616

### SCOPE OF SERVICES

Community Visioning, Comprehensive Planning, Public Involvement, Land Use Planning, Parks and Open Space Planning, Transportation Planning, Housing Planning, Mapping

### COMPLETION DATE

Scheduled for 2017

## LOGAN FOURTH NORTH CORRIDOR DEVELOPMENT PLAN

Logan, Utah



### CLIENT

Logan City Community Development Department

### SCOPE OF SERVICES

Master Planning, Corridor Planning, Urban Design, Redevelopment Planning, Public Involvement

### COMPLETION DATE

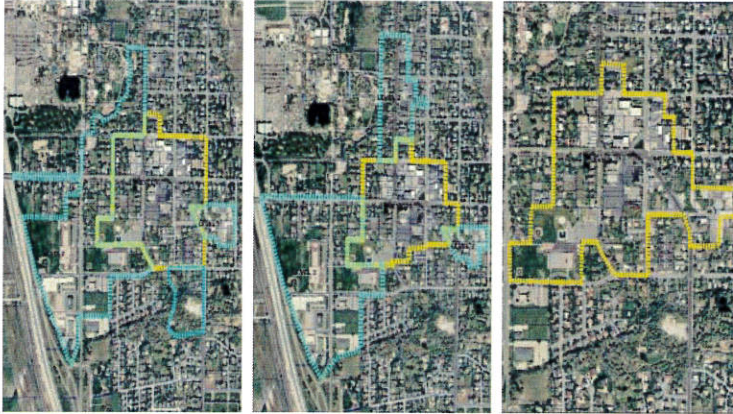
2014

CRSA is working with the City of Logan to create a development plan for the Fourth North Corridor. A UDOT road, Fourth North links downtown Logan to Utah State University and serves as the primary portal into the Bear Lake area. It is a major transportation corridor that currently functions well for automobiles, but it limited in accommodating other modes of transportation. The current land use pattern mirrors this auto-oriented culture as well. The city's general vision is to transform the corridor into a beautiful boulevard. In this corridor plan process, CRSA will work with city stakeholders and residents to refine the vision, tailor land use and urban design strategies to meet the corridor's varied context, and develop a direction for implementing the policy and planning tools necessary to make it happen.

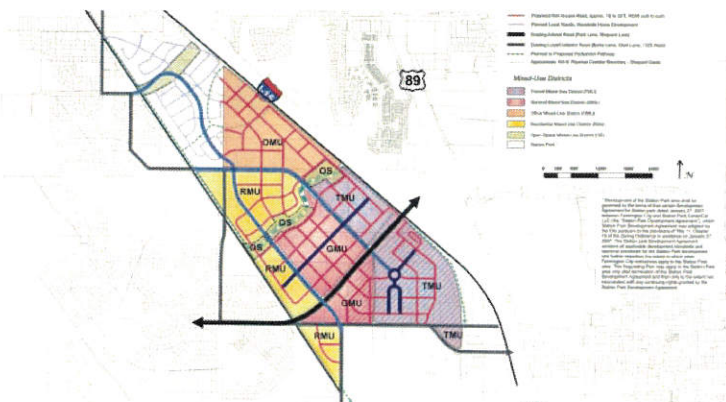


## FARMINGTON DOWNTOWN MASTER PLAN REVISION AND TRANSIT ORIENTED DEVELOPMENT ORDINANCE

Farmington, Utah



*Farmington Boundary Maps*



*Farmington TOD Regulating Plan*

### CLIENT

City of Farmington

### SCOPE OF SERVICES

Visioning, Public Process, Mobility Studies, Regulating Plan, Ordinance Creation

### COMPLETION DATE

2010

CRSA collaborated with Farmington City to update their Downtown Master Plan and their Transit Oriented Development Ordinance. Farmington City's civic downtown is comprised of three different anchors—the City, Davis County, and Davis School District. Working with a steering committee comprised of citizens, property owners, and representatives from these agencies, CRSA developed solutions to integrate the three civic anchors through the use of common elements and design solutions to enhance the overall experience of being downtown. Mobility into, out of, and through downtown was addressed, especially for pedestrians. The economic goals for downtown were re-established to reflect changing aspects of the area. The overall character and identity of downtown was focused on creating a gathering place.

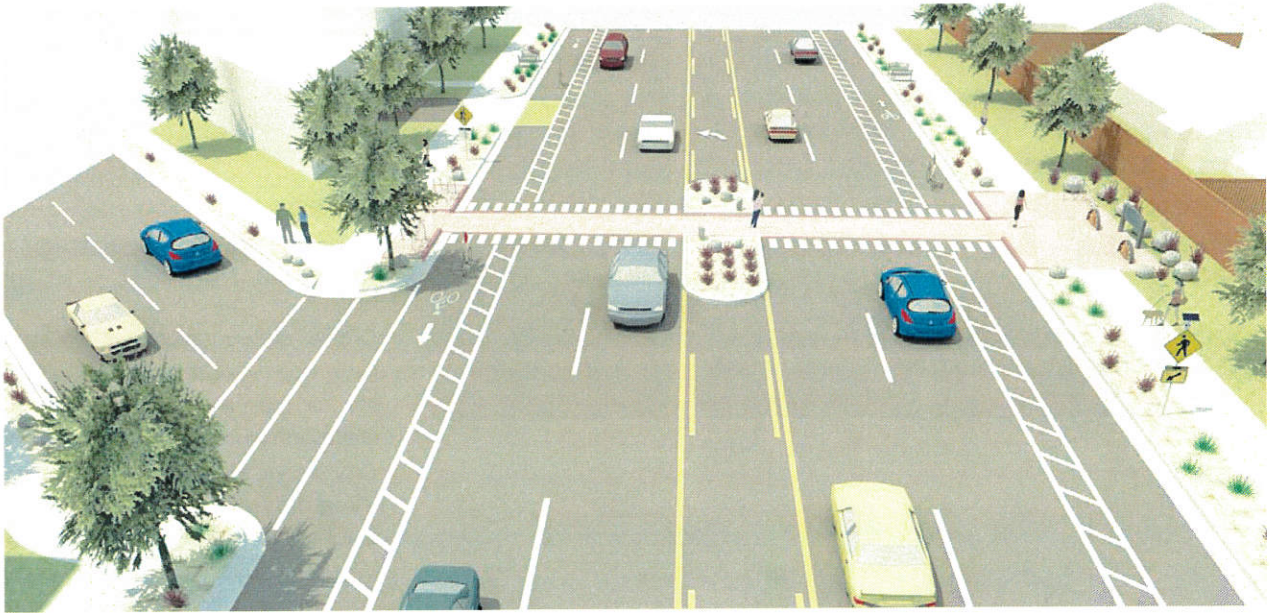
When Farmington's commuter rail station was constructed, the majority of land adjacent to it was undeveloped. Farmington, which is mostly lower density single-family residential, developed their first TOD ordinance to encourage a mixture of uses in the station area, including higher density residential as well as retail and office uses.

CRSA proposed three components for updating the TOD ordinance. The first was the design of a regulating plan consisting of a street network of major and minor collectors, local roads, and pedestrian pathways. The second was the creation of sub-districts within the TOD zone for a broad range of uses. The third was the development of building form and site envelope standards to provide more predictability for future development projects. The restructure of the ordinance has given Farmington a more concise set of tools for directing the design of future development in their TOD area, and allowing dense and diverse uses to support the commuter rail station area.



## SALT LAKE CITY PARLEY'S CORRIDOR PLAN

Salt Lake City, Utah



Salt Lake City Corporation sought to develop a Corridor Plan for Parley's Way, a gateway corridor connecting I-80 at the mouth of Parley's Canyon to the Sugar House Business District. CRSA has been retained to lead this effort, working with transportation consultants, to develop a vision for this corridor. The services include gateway corridor planning, urban design, place making, and creative engineering approaches to multi-modal transportation. CRSA hosted public workshops with local residents, business owners, and stakeholders as a core part of the process.

### CLIENT

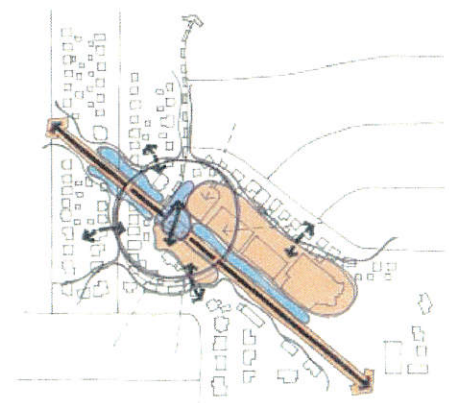
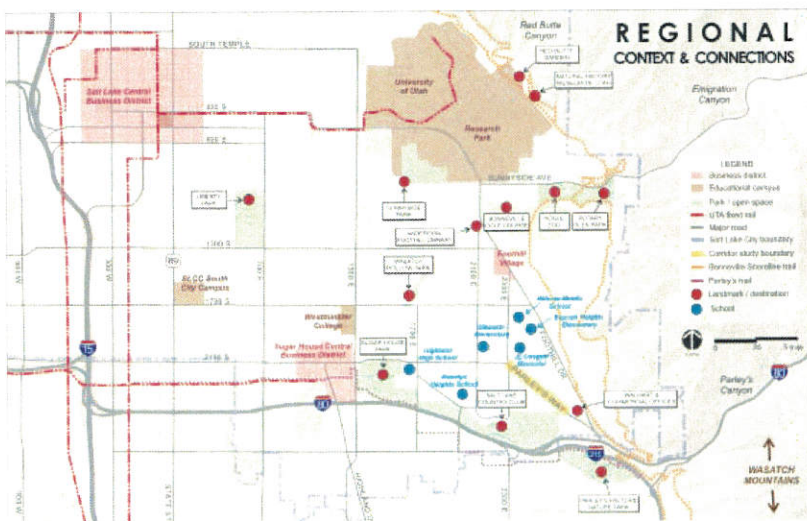
Salt Lake City Planning Division

### SCOPE OF SERVICES

Community Visioning,  
Comprehensive Planning, Public  
Involvement, Land Use Planning,  
Transportation & Corridor Planning,  
Mapping

### COMPLETION DATE

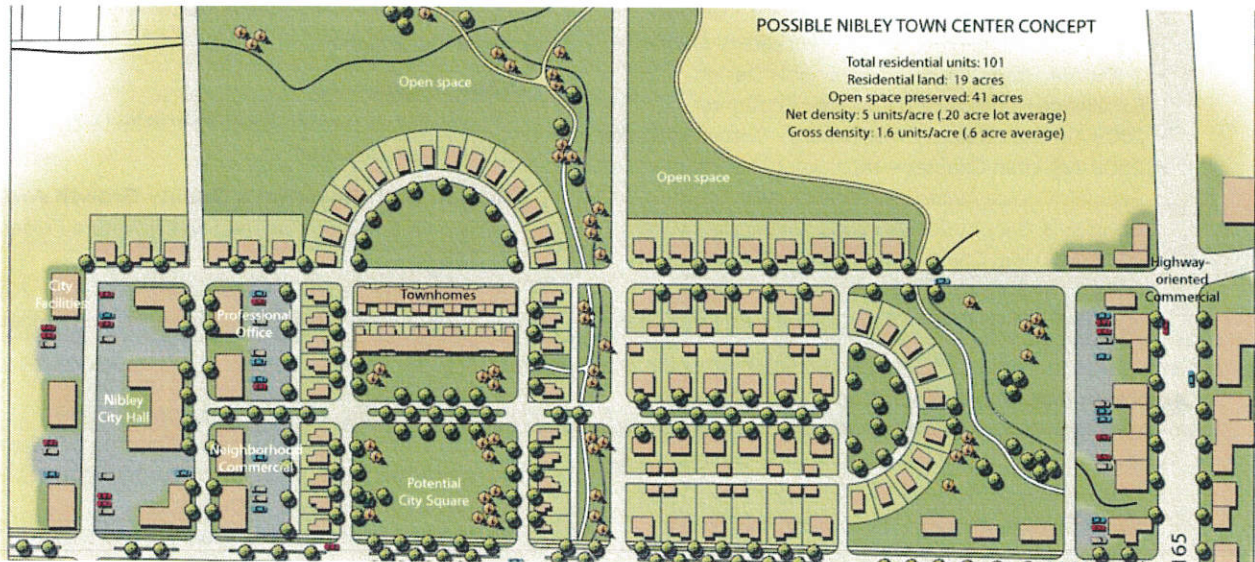
Spring 2016





## NIBLEY CITY GENERAL PLAN UPDATE AND DESIGN STANDARDS

Nibley, Utah



Nibley City, a community of 5,000 residents, is a rapidly growing community in Cache County, Utah. The City is transitioning from a rural farming community to a suburb of Logan, and has experienced rapid growth and development pressures. The City retained CRSA to update its General Plan to appropriately accommodate its growth, and to guide the public process. Several workshops and open houses were held to include as many of the public as possible, in a variety of formats and settings, in order to develop a plan that would have broad-based support. Planning for future growth in Nibley has involved an update of development patterns that will allow the town to preserve its agricultural space and rural character. Included is an update of the parks and recreation element of the General Plan as well as the development of a more defined trails plan.

### CLIENT

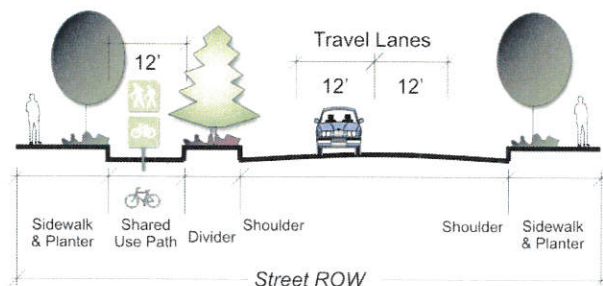
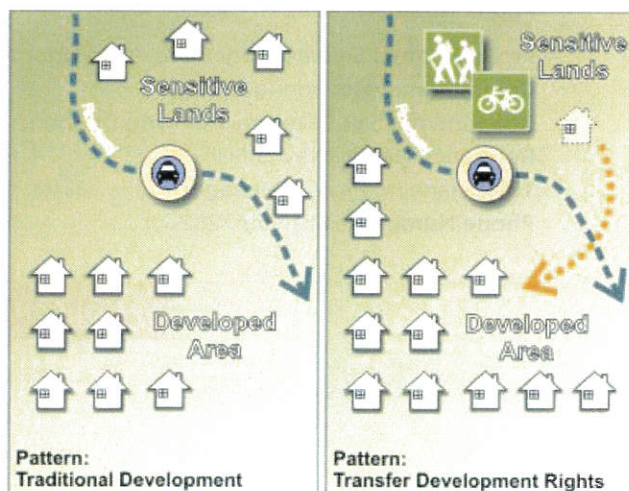
Nibley City

### SCOPE OF SERVICES

Public Outreach, Visioning,  
Comprehensive Planning, GIS  
Mapping

### COMPLETION DATE

2008





**American Institute of Architects**

- 2013 AIA Utah Chapter – Merit Award – Sugar House Streetcar & Greenway – Urban Design Category
- 2013 AIA Utah Chapter – Merit Award – Sugar House Streetcar & Greenway – Unbuilt Category
- 2009 AIA Utah Chapter – Honor Award – Carolyn Tanner Irish Humanities Center – University of Utah
- 2009 AIA Utah Chapter – Sustainable Design Excellence Honor Award – Swaner EcoCenter
- 2009 AIA Utah Chapter – Merit Award – Swaner EcoCenter
- 2009 AIA Utah Chapter – No. 1, Salt Lake Tribune People's Choice Awards – Frederick Albert Sutton Geology & Geophysics Building – University of Utah
- 2006 AIA Utah Chapter – Merit Award – Scowcroft Building and Junction City Café—GSA Complex
- 2003 Merit Award, AIA Utah Chapter – Envision Utah Transit Oriented Development Guidelines

**American Planning Association – Utah Chapter**

- 2015 Achievement Award for Salt Lake City 9-Line Corridor
- 2006 Award of Merit for Urban Design – Moab City Center
- 2006 Award of Merit for Plan Development – West Valley City International Marketplace Master Plan
- 2004 Outstanding Achievement Award for Plan Development – West Valley City Center Transit Oriented Development Study
- 2003 Award of Excellence – Brigham City Civic Center MP
- 2003 Award of Merit – Cache Valley Transfer of Development Rights Guidebook

**American Society of Landscape Architects–Utah Chapter**

- 2015 Honor Award in Planning and Analysis—S-Line Streetcar & Greenway
- 2013 Merit Award – Salt Lake Community College Juniper Canyon Campus Master Plan, Herriman, Utah
- 2009 Merit Award – Rexburg Comprehensive Plan, Rexburg, Idaho

**Urban Design Utah**

- 2015 Honor Award – Sugar House Monument Plaza, Salt Lake City, Utah

**Envision Utah Governor's Quality Growth Awards**

- Swaner EcoCenter at The Swaner Nature Preserve, 2009
- Centerville Main Street Corridor Master Plan, 2009
- 2006 Award of Merit for Implementation – Moab City Center
- 2006 Award of Excellence for Implementation – Scowcroft Building and Junction City Café
- 2003 Award of Excellence for Planning and Design – South Salt Lake Transit Oriented Development Plan, Design Guidelines, and Ordinance
- 2003 Award of Merit for Planning and Design – Sandy Downtown Master Plan
- 2003 Award of Merit for Planning and Design – Midvale Junction Apartments
- 2002 Award of Excellence for Regional Planning – Tooele Valley Regional Plan

## REFERENCES

**Project Name:** *Murray City General Plan Update*

**Completion Date:** Ongoing, 2016 Completion

**Client name:** City of Murray

**Reference Name:** Jared Hall

**Title:** CED Division Manager

**Phone Number:** (801) 270-2427

**Project Name:** *Logan 400 North Corridor Plan*

**Completion Date:** 2015

**Client name:** Logan City

**Reference Name:** Mike DeSimone

**Title:** Community Development Director

**Phone Number:** (435) 716-9022

**Project Name:** *Salt Lake City Parley's Corridor Plan*

**Completion Date:** Spring 2016

**Client name:** Salt Lake City Planning Division

**Reference Name:** Wayne Mills

**Title:** Planning Project Manager

**Phone Number:** (801) 535-7282

## INSURANCE

CRSA meets all the minimum limits of Insurance that Providence City requires in Attachment 1.



# FEE PROPOSAL

**CRSA**

ARCHITECTURE • PLANNING • INTERIORS

649 E SOUTH TEMPLE • SLC, UT 84102 • 801.355.5915 • [www.crsa-us.com](http://www.crsa-us.com)

## CRSA FEE SUMMARY SHEET

### LABOR

Name	Firm Name	Position	Hours	Bill Rate Total	Bill Rate
Kelly Gillman	CRSA	Senior Principal & Planner	14	\$ 2,730.00	\$ 195.00
Susie Petheram	CRSA	Senior Planner & Project Manager	94	\$ 10,810.00	\$ 115.00
Tina Gillman	CRSA	Planner and Landscape Architect	52	\$ 5,980.00	\$ 115.00
Melissa Fryer	CRSA	Urban Designer & Illustrator	100	\$ 8,500.00	\$ 85.00

### CRSA LABOR TOTAL

\$ 28,020.00

### CRSA REIMBURSABLE EXPENSES

Miscellaneous	Postage, Freight, Supplies	\$ 203.52
Travel	Mileage, Auto, Misc	\$ 520.00
Reproductions	Reproductions	\$ 45.00

### Travel & Misc

\$ 768.52

### SUB CONSULTANT FEES

1-Cache Landmark	Infrastructure & Transportation	\$ -
2-ZBPF	Economics/Housing	\$ -

### Total Subconsultant Fixed Fees

\$ -

### PROPOSED FEE

\$ 28,788.52